



2008-2009 Student Handbook & Planner



[Define yourself]
Pursue your passion. Define your goals.



From the President

BROWARD COLLEGE

Opening doors to a brighter future

Office of the President Willis Holcombe Center (954) 201-7401 Fax (954) 201-7357

WILLIS HOLCOMBE CENTER

111 East Las Olas Blvd.
Fort Lauderdale, FL 33301

A. HUGH ADAMS CAMPUS

3501 S.W. Davie Road
Davie, FL 33314

NORTH CAMPUS

1000 Coconut Creek Blvd.
Coconut Creek, FL 33066

JUDSON A. SAMUELS CAMPUS

7200 Hollywood/Pines Blvd.
Pembroke Pines, FL 33024

INSTITUTE FOR ECONOMIC DEVELOPMENT

111 E. Las Olas Blvd.
Fort Lauderdale, FL 33301

PINES CENTER

16957 Sheridan St.
Pembroke Pines, FL 33331

MIRAMAR CENTER

7451 Riviera Blvd.
Miramar, FL 33023

TIGERTAIL LAKE CENTER

580 Gulfstream Way
Dania Beach, FL 33004

WESTON CENTER

4205 Bonaventure Blvd.
Suite 2, Weston, FL 33332

Dear Student:

On behalf of the entire Broward College family, let me extend a most cordial welcome to you. We are very pleased that you have selected BC to help you reach your academic and career goals. Because Broward College is a teaching institution, our distinguished faculty's primary purpose is to provide excellence in the classroom. They are committed to your success as an individual.

The BC Student Handbook is a resource and guide for you to use during your time here. There is information about our student life activities, including BC clubs, student media and leadership development. We are a student-centered institution, and that means, that you come first here. The mission of Broward College is to provide high quality education programs and services that are affordable and accessible to a diverse community of learners. As we implement our mission, we have a commitment to provide student services that are meaningful to you as you progress with your college education. Those services also are listed here. The BC Student Code of Conduct is carefully thought out, and describes ethical behavior that translates well into the every-day world.

I think you will find the handbook useful, and I congratulate you on making the choice to attain a college education.

Sincerely,

J. David Armstrong Jr.
President

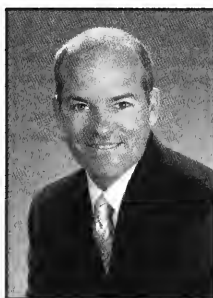
www.broward.edu

"AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION"

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Board of Trustees



Top Row Left to Right: BC District Board of Trustees: Levi Williams, Georgette Sosa Douglass, and Chair Lourdes Garrido.

Second Row Left to Right: District Board Vice Chair Paul Tanner and Sean Guerin.

Mission Statement

The mission of Broward College is to provide high quality educational programs and services that are affordable and accessible to a diverse community of learners. Supported by the Board of Trustees and the community, a dedicated faculty and staff fulfills this mission through its commitment to student achievement, lifelong learning, academic excellence, and the use of current technology.



President Broward College

J. David Armstrong Jr.

Student Life Offices

The Student Life offices are located in Building 68 on South Campus, Building 46 on North Campus, the First Floor at the Willis Holcombe Center, in Building 19 on Central Campus and the Pines Center. Student Life provides students with a variety of extracurricular and co-curricular experiences. Please consult the office on your campus for office hours. Services provided by the Student Life offices may include bulletin boards, lost and found, game room, recreation equipment checkout, and applications for new clubs and organizations. In addition, information is available on all clubs and organizations, leadership retreats, special events, and intramurals. All of these programs and services are available to any current student possessing a student ID card. For more information, contact your local Student Life Director.

North Campus	Mareta Sizemore	201-2325
Central Campus	Adrian Carter	201-6236
South Campus	Rose Ortega	201-8997
Pines/Weston Center	Beatrice Blanc	201-3601
WHC	Sue Hawk-Finn	201-7377

Student ID Cards

It is BC's policy that all students enrolled in degree and certificate programs must obtain and carry the BC card. The BC card is primarily used for identification, for using College services, and to access extracurricular activities including special events and intramural sports. The BC card may be obtained in the Student Life area of each campus/center. Hours are subject to change.

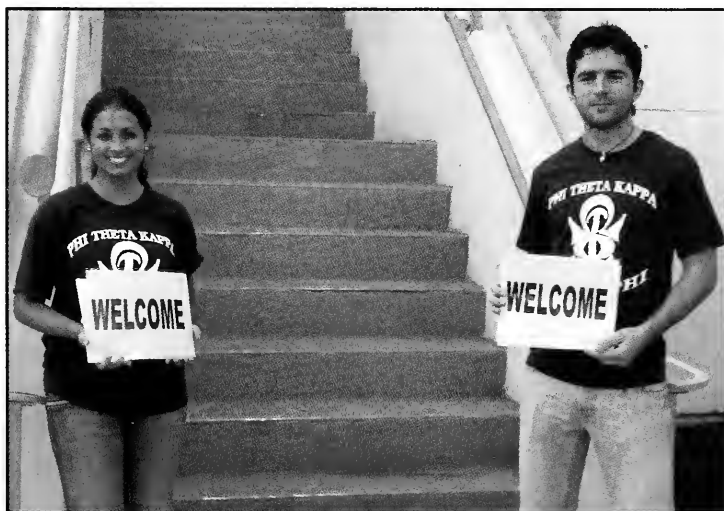
North Bldg. 46-134, 201-2325, Mon-Thur: 8 am - 7 pm, Fri: 8 am - 4 pm

Central Bldg. 19-106, 201-6756, Mon-Thur: 8 am - 7 pm, Fri: 8 am - 4 pm

South Bldg. 68-190, 201-8316, Mon-Thur: 8 am - 7 pm, Fri: 8 am - 4 pm

Pines Center Bldg. 100-119, 201-3630, Mon-Thur: 8 am - 4:30 pm, Fri: 8 am - 4 pm

WHC Bldg. 33, Room 109, 201-7377, Mon-Thur: 8 am - 4:30 pm, Fri: 8 am - 4 pm



The area code for all BC phone numbers is 954 unless noted.

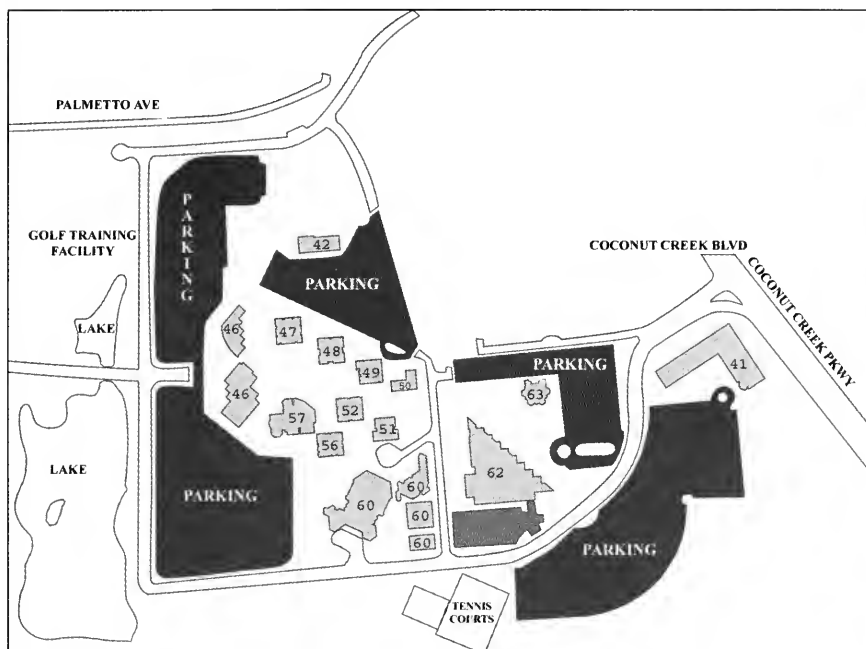
North Campus Directory

Provost	Dr. Barbara J. Bryan	201-2202	Bldg. 49-200
Deans:			
Academic Affairs	Dr. Monica Ramirez	201-2231	Bldg. 49-200
Business Affairs	Dr. George Stalliard	201-2403	Bldg. 49-200
Student Affairs	Peter Barbatis	201-2300	Bldg. 46-222
Health Sciences	Gregory Ferenchak	201-2060	Bldg. 41-230
Assoc. Dean of Student Affairs	Vacant	201-2312	Bldg. 46-218
<hr/>			
Advisement/Counseling	201-2305	Learning Resources	201-2260
Admissions	201-2240	Library	201-2600
BC Emergency Hotline	201-4900	Mathematics	201-2283
Bookstore	201-2225	Math Lab	201-2391
Business Administration	201-2360	Mentor Program	201-2367
Cashiers Office	201-2210	Omni Auditorium	201-2233
Campus Safety	201-2229	Open College	201-6564
Career Center	201-2272	Reading/ESL/SLS	201-2321
Communication/Fine Arts	201-2370	Reading Lab	201-2392
Computer Lab	201-2255	Registration	201-2245
Continuing Education	201-2204	Science	201-2284
Disability Services	201-2313	Soc./Behavioral Sciences	201-2263
English	201-2385	Student Affairs	201-2300
Engineer Tech/Comp Sci	201-2324	Student Government	201-2461
Financial Services	201-2330	Student Life	201-2325
Honors Institute	201-2407	Student Success	201-2310
Institute of Public Safety	201-6931	Veterans Affairs	201-2330
International Education	201-7706	Weekend College	201-6564
Intramural Sports	201-2437	Wellness Educ./Athletics	201-2314
Job Placement	201-2282	Word Processing Lab	201-2439
Language Lab	201-2262	Writing/EAP Reading Lab	201-2279
Learning Communities	201-2390		



North Campus

1000 Coconut Creek Blvd.
Coconut Creek, FL 33066

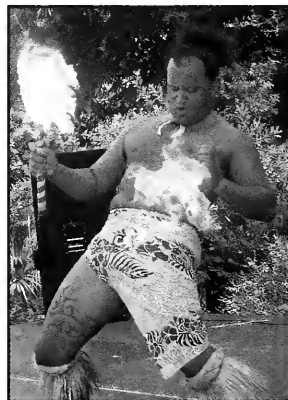


41	Health Science	50	Visual and Performing Arts
42	Physical Plant	51	Business Administration
46	Student Services	52	Classrooms/Math Lab
47	English/Communication/ Reading/ESL	56	Social/Behavioral Science
48	Engineering Technology/ Computer Science	57	Mathematics/Science
49	Administration/Classrooms	60	Omni Auditorium/Wellness
		62	BC/North Regional Library/LRC
		63	Little Learners College



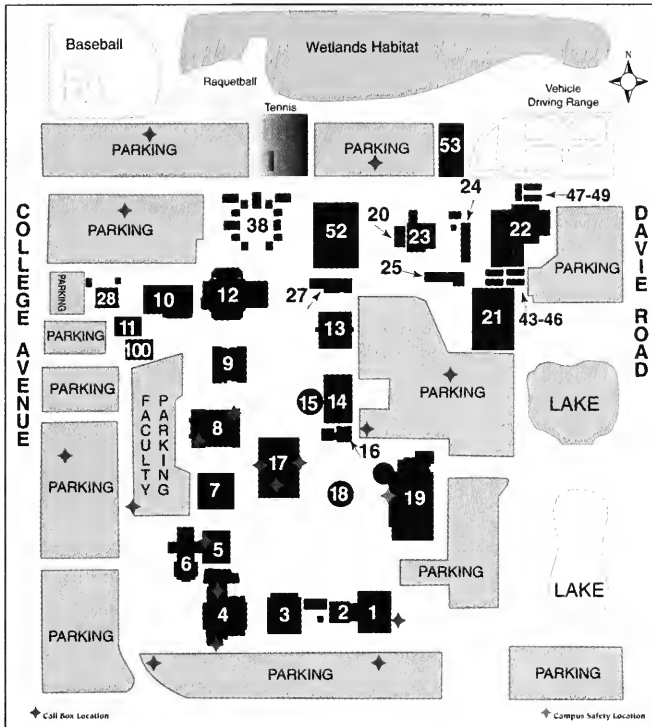
Central Campus Directory

Provost	Dr. Lois Bolton	201-6510	Bldg. 1-157
Deans:			
Academic Affairs	Dr. Peter Battaglia	201-6513	Bldg. 1-165
Business Affairs	John Thorton	201-6624	Bldg. 1-159
Health Sciences	Dr. Debbie Papa	201-6767	Bldg. 8-136
Institute of Public Safety	Linda Wood	201-6789	Bldg. 22-131
Student Affairs	David Asencio	201-6522	Bldg. 19-130
Assoc. Dean of Student Affairs	Kaye Francis	201-6874	Bldg. 19-116
University/College Library, LRC & Technology Support	Miguel Menendez	201-6480	Bldg. 17-317
<hr/>			
Advisement/Counseling	201-6528	LRC Tutoring	201-6663
Admissions	201-6800	Mathematics Dept.	201-6692
Architecture & Design Dept.	201-7396	Math Lab	201-6645
Bailey Hall	201-6880	Medical Assisting	201-6906
BC Emergency Hotline	201-4900	MFL Lab	201-6687
Behavioral Sciences Dept.	201-6587	Nursing	201-6851
Biological Sciences Dept.	201-6557	Performing Arts Dept.	201-6843
Bookstore	201-6830	Physical Sciences Dept.	201-6677
Business Administration Dept.	201-6710	Planetarium	201-6681
Campus Safety	201-6626	Radiography	201-2352
Career Center	201-6612	Reading Lab	201-6424
Cashiers Office	201-6545	Registration	201-6865
Communication Dept.	201-6558	ROTC	201-6791
Computer Science & Engineering Open Lab	201-6101	Security	201-6626
Computer Science & Engineering Dept.	201-6723	Social Sciences Dept.	201-6630
Continuing Education (Main #)	201-7800	Student Affairs	201-6522
Continuing Education (Language)	201-6960	Student Financial Services	201-6573
Continuing Education for		Student Government	201-6846
Health Sciences	201-6768	Student Life	201-6756
Counseling	201-6528	Student Success	201-6528
Criminal Justice	201-6791	Testing Center	201-6982
Dental	201-6448	Veterans Affairs	201-7621
Disability Services	201-6527	Visual Arts	201-6517
Distance Learning Testing Center	201-6450	Wellness Dept.	201-6855
Emergency Medical Services	201-6920	Wellness Center	201-6948
English Dept.	201-6637	Writing Lab	201-6596
ESL Lab	201-4901		
ESL/Reading/SLS Dept.	201-6427		
Evening Administrator	201-6359		
Financial Services	201-6573		
Fire Science	201-6791		
Flexible Learning	201-6567		
Health Sciences Dept.	201-6767		
Health Science Scholarships	201-6899		
Health Services Management	201-6904		
Honors Institute	201-7645		
Institute of Public Safety	201-6789		
Intramural Sports	201-6328		
Learning Resources	201-6660		
Library	201-6648		



Central Campus

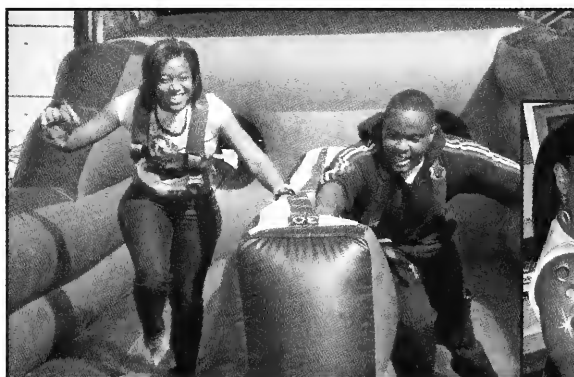
3501 Davie Road
Davie, FL 33314



1	Behavioral Sciences/Dean of Academic Affairs/Dean of Business Affairs/Provost/Social Sciences	17	University/College Library/ Learning Resources
2,5,7	Classrooms	18	Buehler Observatory
3	Visual Arts	19	Admissions/Bookstore/ Cafeteria/Campus Safety/ Cashier, Counseling & Advisement/Dean of Student Affairs/Registration/Student Life/Testing
4	Bailey Concert Hall/ Theatre/Music	20&23	Facilities Management
6	Math/English /Fine Arts Theatre	24-25	Bldg. Maintenance
8	Health Sciences	21.	Landscaping/Horticulture
9	Business Administration/ Communications/MFL/ Reading/ ESL	22.	Institute of Public Safety
10	Gym	27.	Child Care
11	Wellness	28.	Aquatic Complex
12	FAU Liberal Arts	39-42	BC Classroom Modulares
13	Computer Science/Engrg.	43-48	IPS Classroom Modulares
14-15	Natural Sciences	49	Driving Simulator
16	Buehler Planetarium	38,52,	
		100	FAU Facilities

South Campus Directory

Provost	Dr. Lourdes Oroza	201-8800	Bldg. 71-208A
Deans:			
Academic Affairs	Dr. Hank Martel	201-8888	Bldg. 71-210A
Business Affairs	Albert Smith	201-8001	Bldg. 71-202
Student Affairs	Janice Stubbs	201-8903	Bldg. 68-207
Associate Dean of Student Affairs	Anthony Cruz	201-8875	Bldg. 69-210
Academic Resources and Instructional Technology	Terri Justice	201-8067	Bldg. 72-136B
Aviation and Automotive Technology	Jorge Guerra	201-8077	Bldg. 99-118
<hr/>			
Academic Advisement	201-8875	Job Service	201-8866
Admissions	201-8835	Learning Resources	201-8909
Automotive Technology	201-8103	Library	201-8825
Aviation Institute	201-8077	Mathematics Dept.	201-8920
BC Emergency Hotline	201-4900	Math Lab	201-8909
Bookstore	201-8805	Mentor Program	201-8994
Business Administration	201-8933	Nursing	201-8850
Cashiers Office	201-8830	The Observer	201-8877
Career Center	201-8865	Office Systems & Tech	201-8841
Climbing Wall	201-8238	P'an Ku	201-8044
Communications	201-8986	Reading Lab	201-8909
Continuing Education	201-8815	Registration	201-8835
Counseling	201-8876	Science/Wellness Dept.	201-8965
Disability Services	201-8913	Safety	201-8970
English Dept.	201-8904	Safety Emergency Line	893-5700
Financial Services	201-8846	Soc./Behavioral Sciences	201-8810
Flexible Learning	201-6564	Student Affairs	201-8903
Foreign Language Lab	201-8909	Student Government	201-8941
Honors Institute	201-8873	Student Life	201-8973
International Students	201-8991	Student Success	201-8994
Intramurals/Student Activities	201-8911	Veterans Affairs	201-8868



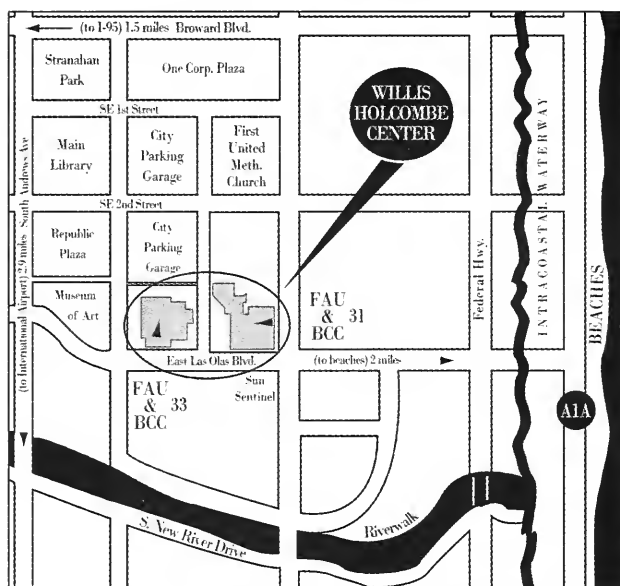
Pembroke Pines, Fl 33024



- | | |
|----------------|---|
| 71 - 2nd floor | Admin/Provost |
| 99 | Aviation |
| 67 | Bookstore |
| 73 | Child Development Center |
| 69 & 71 | Classroom Bldg. |
| 90-98 | Classroom Modularity |
| 403-412 | Classroom Trailers |
| 72 | Learning Resources |
| 70 | Science/Computer Labs |
| 68 | Student Services/Student Life/
Cafeteria |
| 65 | Wellness Center/GYM |
| 81 | Library |

Willis Holcombe Center

111 East Las Olas Blvd.
Ft. Lauderdale, FL 33301



Provost:

Dr. Lois Bolton

201-6510 Bldg. 1-157 (Central)

Deans:

Academic Affairs

Dr. Peter Battaglia

201-6513 Bldg. 1-165 (Central)

Business Affairs

John Thorton

201-6624 Bldg. 1-159 (Central)

Health Sciences

Dr. Debbie Papa

201-6767 Bldg. 8-136 (Central)

Institute of Public Safety

Linda Wood

201-6789 Bldg. 22-12 (Central)

Student Affairs

David Asencio

201-6522 Bldg. 19-130 (Central)

University/College Library,

Miguel Menendez

201-6480 Bldg. 17-317 (Central)

LRC & Technology Support

WHC Student Affairs Contact:

Associate Dean of Student Affairs/

WHC Administrator

Frank Kurz

201-7420 WHC, Bldg. 33-115

Willis Holcombe Center Directory

Academic Advisement

201-7491

Financial Services

201-7580

Admissions

201-7378

Learning Resources

201-7595

BC Emergency Hotline

201-4900

Registration

201-7378

Bookstore

762-5204

Security

201-7636

Cashiers Office

201-7418

Security

201-7419

Computer Lab

201-7595

Student Affairs

201-7491

Disability Services

201-7517

Student Life

201-7377

Evening Administrator

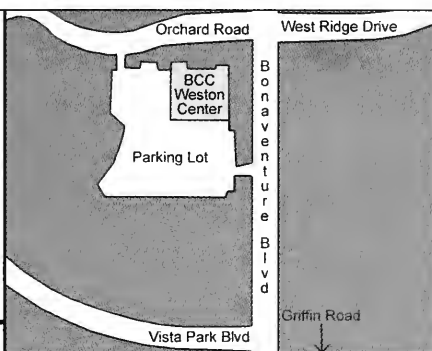
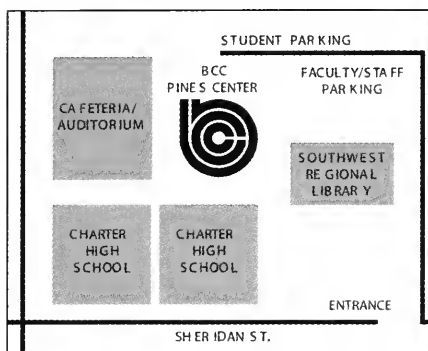
201-7420

Veterans Affairs

201-7580

Pines Center
16957 Sheridan Street
Pembroke Pines, FL 33331

Weston Center
4205 Bonaventure Blvd., Suite 2
Weston, FL 33332



Interim Dean	Myrna Bomser	201-3612	Bldg. 100-126
Interim Center Manager	Rosa Fuste	201-3611	Bldg. 100-126
Administrative Coord.	Janice D'Andrea	201-8501	Bldg. 100-204
Disability Services (via South Campus)	Larry Melody	201-8913	Bldg. 68-227
Learning Resources (via South Campus)	Terri Justice	201-8909	Bldg. 72

Pines Center/Weston Directory

Student Affairs	201-3603	Faculty Advisor	201-3655
Counseling	201-3602	Cashier	201-3607
Enrollment Services	201-3605	Financial Aid	201-3621
Reception Desk	201-3601	Veteran's Affairs	201-3621
Admissions/Registration	201-3631	Bookstore (Pines)	201-3604
Testing Center	201-3606	Bookstore (Weston)	201-8529
		Cont. Education	201-3609



Student Affairs

Broward College welcomes you and hopes that you will use your time, talents, and efforts while here to become successful in all your endeavors. The Student Affairs staff, faculty, and administration will help you to develop and achieve your goals. Student Affairs has unique services and functions to provide students with a total package of information, assistance, and enrichment. The following people are available to help you enjoy your highest degree of success.

Collegewide Student Affairs Administration

Angelia Millender
Vice President for Student Affairs & Enrollment Management
District Administrative Offices
201-7486

Willie Alexander
Interim Associate Vice President for Student
Affairs/College Registrar
Willis Holcombe Center
201-7471

Neil Cohen
Associate Vice President for
Student Development Services
Central Campus Bldg. 10
201-4507

Marcia Conliffe
Associate Vice President for Student Success
& Enrollment Management Services
Willis Holcombe Center
201-7634

Ed Key
District Director for Enrollment
Management
Willis Holcombe Center
201-7894

Campus/Center Student Affairs Staff

Student Deans

Janice Stubbs	South Campus	201-8903
Peter Barbatis	North Campus	201-2301
David Asencio	Central Campus	201-6522
Myrna Bomser	Pines, Weston, Miramar Centers	201-3610
Frank Kurz	Director, WHC	201-7420



Career Services

Career planning services are available to all students and alumni of Broward College. A variety of services are available to assist you in making career decisions, setting career goals, and preparing for a job.

Students are encouraged to visit the online Career Center accessed at www.broward.edu/career to do the following:

- Use the four computer-assisted career information systems:
CHOICES, Florida outlook and salary information for 658 occupations.
DISCOVER, national information for 628 occupations – a unique section on majors.
FOCUS, national information for 1200 occupations. Use Self-Assessment to generate lists of occupations that match preferred work activities, interests, values, self-rated skills.
SIGI 3, national information for 300 occupations – most require bachelors and graduate degrees, with extensive descriptions.
- Use Job Search Links – Links to job opportunities posted by more than 400 local employers.
- Learn about on-campus employer recruitment.
- Obtain assistance for resume and cover letter writing strategies.
- Obtain tips on developing successful job interviewing skills.

Students are strongly encouraged to make an appointment online for individual career counseling at www.broward.edu.

A student may visit the Career and Employment Services Office at the campus location of his/her choice.

A. Hugh Adams Central Campus - Building 19, Room 116, 201-6612
North Campus - Building 46, Room 237, 201-2272
Judson A. Samuels South Campus - Building 68, Room 100, 201-8865
Willis Holcombe Downtown Center - Building 33, Room 117, 201-7491
Pines Center - Room 107, 201-3601

In an effort to provide enhanced job search assistance via the web, BC will be switching from JobTrack www.broward.edu/jobtrack to the Employ Florida Marketplace www.employflorida.com, a State of Florida workforce development initiative.

Student Testing

Student Placement

In order to ensure proper course placement, all degree-seeking students must be assessed in reading, English and mathematics. Tests utilized in the assessment process have been determined by the Florida State Board of Education. Broward College accepts the Scholastic Aptitude Test (SAT) and American College Testing (ACT). Students who have not taken either of these tests or whose scores are more than two years old must take the Computerized Placement Test (CPT) at Broward College.

Students who have attended high school outside the United States (who come from countries where English is not the national language) or those students who have not completed at least two years of regular high school English instruction (non-English as a Second Language) in the United States must take the Levels of English Proficiency (LOEP) test instead of the CPT.

Computerized Placement Test (CPT)

The test is not timed, but allow for a 2 hour test period. Bring picture identification such as driver's license or passport and the BC application paid receipt. Bring two No. 2 pencils. Students should be tested on the campus where they are planning to attend classes.

Testing Centers

View testing information and hours of operation for each campus/center test site on the BC website. Click Future Student in the top menu bar.

South Campus - Building 68, Room 213, 201-8884
North Campus - Building 46, Room 245, 201-2345
Central Campus - Building 19, Room 102, 201-6982
Willis Holcombe Center – First Floor, 201-7491
Pines Center – Building 100, Room 111, 201-3606

Note: Students who test into any preparatory level courses are required to register for at least one preparatory course their first term, and at least one preparatory course every following term until all preparatory requirements have been satisfied.

New Student Checklist

1. Apply for financial aid by completing the FAFSA application online at www.fafsa.ed.gov
2. Take the CPT or submit SAT/ACT scores
3. Attend an orientation/advisement and registration session
4. Register for courses online
5. Pay fees by due date
6. Obtain a photo ID in Student Activity Center
7. Purchase books
8. Activate your BC student e-mail account through the BC website, www.broward.edu (option available to link to personal e-mail account)
9. Obtain parking decal from Public Safety
10. See an advisor early for course selection for the next term
11. Refer to college calendar in the catalog or on the BC website for important dates and deadlines for 100 percent refund and withdrawals

Educational Planning

Educational planning can help BC students in a variety of ways such as deciding on their major, what classes they should be taking in the next few semesters, or determining how many semesters it will take for them to complete their degree requirements. BC advisors/counselors work with students to develop a personalized educational plan that will help them reach their academic goals faster. The educational plan will serve as their class selection guide as they navigate from semester to semester at BC. The educational plan is created using an online tool that is accessible and easy to use.

An appointment to develop an educational plan can be made online at www.broward.edu. Students will log in with their Student ID and PIN (birth month and year, MMY, ex. 0175) and choose "Advising Appointments" under the Advising menu. To view their educational plan, students will follow the same steps and choose "Educational Plan" under the Advising menu. Students can access the Educational Plan online tutorial by selecting "accessing your educational plan online" at <http://www.broward.edu/tutorial/>.

Bilingual Assistance

Spanish

Gladys Sanchez-Bello	Advisement/Counseling	North	201-2305
Frank Gonzales	Admissions	North	201-2240
Peter Barbatis	Student Affairs	North	201-2300
Naima Mabrouki	Advisement/Counseling	North	201-2205
Sandra Consuegra	Financial Services	North	201-2330
Elvira Perez	Admissions	Central	201-6961
Maria Hincapie	Counselor	Central	201-6526
Toula Bouchoc	Student Success	Central	201-6537
Nancy Belen	Financial Services	Central	201-6376
Lupe Beya	Financial Services	Central	201-6449
Miriam Peden	Disability Services	Central	201-6569
Jorge Borda	Advisement/Counseling	South	201-8905
Denise Brown	Advisement/Counseling	South	201-8991
Gerri Romero	Enrollment Services	South	201-8997
Tony Cruz	Student Affairs	South	201-8860
Norma Calvo-Rosario	Financial Services	South	201-8846
Marcia M. Conliffe	Financial Services	WHC	201-7634
Oscar Feliciano	Financial Services	WHC	201-7627
Sarita Portales	Financial Services	WHC	201-7622
Pamela Martinetti	Financial Services	WHC	201-7530
Annia Valdes	Financial Services	WHC	201-7467
Joy Vaughan-Brown	Disability Services	WHC	201-7075
Maria Joachin	Financial Services	Pines	201-3621
Lilliam Brito	Registration	District Registrar	201-7590
Jane Grell	Enrollment Center	District Registrar	201-7555

Spanish and Portuguese

Regina Gualano	Registration	South	201-8256
Regina Carvalho	Financial Services	WHC	201-7692

French

Naima Mabrouki	Advisement/Counseling	North	201-2205
Marilyn Lameck	Financial Services	Central	201-6468
Angela Fernandez	Admissions	Central	201-6144
Toula Bouchoc	Student Success	Central	201-6537
Lynn McCulloch	Disability Services	Central	201-6357
Quettie Delsoin	Registration	District Registrar	201-7471

Creole

Lionel Fabius	Registration	North	201-2245
Carine Jones	Financial Services	North	201-2860
Farah Etienne	Registration	Central	201-6867
Melinda Francois	Testing	Central	201-6982
Joy Vaughan-Brown	Disability Services	WHC	201-7075
Quettie Delsoin	Registration	District Registrar	201-7479

Cantonese and Mandarin Chinese

Zhenyi Liang	Admissions	North	201-2240
Vivian Choy	Admissions	North	201-2240

Swahili

Marilyn Lameck	Financial Services	Central	201-6468
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Greek

Toula Bouchoc	Student Success	Central	201-6537
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Yoruba

Oluyinka Tella	Advisement/Counseling	North	201-2133
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American Sign

Heather Andrews	Disability Services	Central	201-6766
			TDD 201-6445
Lynn McCulloch	Disability Services	Central	201-6357
			TDD 201-6445

Counseling/Academic Advisement

Take advantage of the services, staff, and resources available for your benefit. Our doors are open for students to stop by for information, advice, and help in making academic and career decisions. Academic advisement is available to all students. Academic advisors and counselors help students develop an educational plan and term course schedule, assess their progress as they continue their studies and effectively use campus services. The website, www.facts.org, is Florida's online self-help service for students' degree audits, financial aid information and transfer and career information. Counselors also help students explore their attitudes and interests as they relate to their academic, social and emotional life and offer career exploration assistance.

Contact Counseling/Academic Advisement on each campus: Central, Kaye Francis, 201-6528; North, Peter Barbatis, 201-2300; WHC, Carol Brinson, 201-7411; South, Anthony Cruz, 201-8875; Pines Center, 201-3603. International Student Advisement & Immigration: Susan Greive Brown, 201-7468.

Office of Student Success

The Office of Student Success is committed to increasing student success through developing programs and activities to assist students in setting and achieving their academic goals. Services include mentoring, college survival seminars/workshops, individualized educational planning and other services to enhance success. The office promotes a caring and nurturing environment that allows students to discuss their academic and personal concerns with a friendly and supportive staff.

Contact the office on your campus for more information: Central, Jose Lopez, 201-6522; North, Peter Barbatis, 201-2300; WHC, Carol Brinson, 201-7411; South, Clive Scott, 201-8994.

International Students

Broward College welcomes students of all backgrounds, nationalities, and religious denominations. Immigration inquiries such as program eligibility, visa applications, change of status, reinstatements, and Optional Practical Training are amongst some of the cases that our staff sees on a daily basis at our Willis Holcombe Center (Downtown Center).

Our designated school officials can help you with your questions:

Ms. Susan Greive	WHC	201-7468
Ms. Annia Valdes	WHC	201-7467
Ms. Regina Carvalho	WHC	201-7692
Ms. Jennifer Brandsma	Central Campus	201-6868
Ms. Maria Hincapie	Central Campus	201-6526
Mr. Henry Duperval	South Campus	201-8836
Ms. Denise Brown	South Campus	201-8991
Ms. Nadeen Gosine	North Campus	201-2470
Mr. Oluyinka Tella	North Campus	201-2033

Disability Services

As an Equal Access/Equal Opportunity Institution, Broward College assures students with disabilities equal access to all college programs, activities and services as mandated by the Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act of 1973, as amended. Disclosure of a disability is voluntary. However, if you have a disability, we recommend that you register with your Campus Office of Disability Services in the event that at some point you may need accommodations. Once documentation has been determined to meet BC guidelines and you are registered for classes, necessary and

reasonable accommodations will be provided in a timely manner.

Some of the services available are note-taking, specialized testing, sign language interpreters, readers, scribes, and use of assistive hardware and software. In addition, other specialized equipment is available to assist students with disabilities in pursuing their academic objectives. For more information, contact the Disability Services Specialist on your campus: North Campus, Bldg. 46-209, 201-2313; South Campus, Bldg. 68-227, 201-8913; Central Campus, Bldg. 19-116, 201-6527; WHC, Bldg. 33-110, 201-7517; College Wide Deaf Services, 201-6766, (TDD) 201-6445.

ADA Compliance

Informal and formal complaints regarding the academic treatment of students with disabilities will be referred to the campus Office of Disability Services to assure that Disability Services Grievance Procedures have been exhausted. If those procedures have been exhausted without a resolution agreeable to the student, that student may contact the College's ADA Coordinator, Marcia Conliffe at 201-7634, or e-mail mconliff@broward.edu, or 225 E. Las Olas Blvd. Rm. 125C, Ft. Lauderdale, FL 33301.

Equity Coordinator

The Equity Coordinator is designated to coordinate compliance with civil rights protections. The Equity Coordinator for Broward College is the vice president for human resources and equity. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to Edna Chun at 201-7693, or e-mail echun@broward.edu, or 225 East Las Olas Blvd., Ft. Lauderdale, FL 33301.

Florida Residency For Tuition Purposes

Florida statute allows U.S. citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the term for which Florida residency is sought.

The required 12 month qualifying period is for the purpose of maintaining a bonafide domicile rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education. Documentation is required to support the residency claim.

Student Financial Services

The Broward College Office of Student Financial Services is ready to assist you in funding your education. The goal of the financial aid office is to help students who can benefit from further education but cannot afford to attend school without financial support. Our office staff will guide you through the application process as well as assist you in completing all the required forms. Please feel free to visit any of our campus offices for further information. Applications for financial aid must be submitted each year. In order to be considered for the maximum aid available, you must file your financial aid form by the earliest possible date once you have completed your tax returns. The earliest eligible applicants will benefit the most from our grant and scholarship funds.

If you have all the requested financial aid documents as well as your evaluated academic transcripts by the deadline date below, and you are eligible, you will be guaranteed that your schedule will be paid by the due date for the start of classes. If you do not meet the deadline date, you may still be eligible for financial aid, but you will have to pay your own tuition and books.

Term	Deadline
Fall	July 3, 2008
Winter	October 17, 2008
Summer	March 20, 2009

On the Broward College website, www.broward.edu, click on "Find money for College." There you may receive information on the following:

- How to apply for financial aid including a direct link to the federal application
- Scholarship information with links to scholarship search engines
- Entrance and exit interviews for loan applications
- Student employment opportunities

Grants

Grants are free monies provided by the federal and state government and are generally awarded to individuals who demonstrate exceptional financial need. Federal and state grants include the Pell Grant, the Supplemental Education Opportunity Grant, Academic Competitiveness Grant, and Florida Student Assistance Grant.

Loans

Loans are financial assistance that must be repaid with interest in a specific time period. Often repayment is deferred while students are attending classes, enrolled in a minimum of six (6) credit hours. For summer terms, the eligibility also requires attendance in several sessions.

Employment

BC Work-study programs provide part-time jobs on and off campus for students to enable them to earn part of their college expenses while gaining valuable experience. For on-campus employment, students may work up to a maximum of 20 hours a week. The off-campus employment program places students in areas of career interest, mostly as teacher aides in local public schools.

Scholarships

Scholarships are usually awarded to students who demonstrate academic excellence, exceptional talent or skills, or who demonstrate financial need. Although each scholarship has its own criteria, BC requires only one application. Information on scholarships can be found on our website.

Veterans Affairs

Broward College is an approved site for training veterans for associates of arts degrees, associate of science degrees and some approved certificates. Veterans' advisors are available to answer questions and if necessary, refer the student to the Department of Veterans Affairs. There is literature available at all the Student Financial Services offices to assist veterans to further their educational goals.

Veterans Attendance Policies

Certificate Programs (NCD) Monthly attendance reports are sent to students enrolled in certificate programs. It is the student's responsibility to get the completed forms back to the VA advisor in a timely manner. If 9 hours of scheduled classes are missed, the student's benefits are terminated. Degree Programs (IHL), class attendance policy is in accordance with the current Broward College Catalog, Academic Information, College Regulations, and Class Attendance Policy.

The Return of Title IV policy

This policy applies to any student who has withdrawn from all BC classes in a term he/she is receiving any form of Title IV aid. This includes Pell Grant, Supplemental Opportunity Educational Grant, both Subsidized and Unsubsidized Stafford Loans. The Office of Student Financial Services will apply the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has received more aid than he/she is entitled to based on the date of withdrawal from classes, federal law requires that the student must repay the college within 45 days of notification or lose eligibility for future federal aid payments. Additional information on the Return of Title IV funds is available online in the Student Financial Services Application Award Guide.

Online Tutoring

1. To access online tutoring, go to the BC homepage (www.broward.edu).
2. Sign in to myBC with Login and password.
3. On myBC webpage, click the link to Smarthinking – your online tutor.
4. Follow the on-screen instructions to reach the subject and type of tutoring you need.

For assistance with accessing your Smarthinking account, go to the Learning Resource Center for your campus, or e-mail Elana Lanczi at elanczi@broward.edu.

Advising and Registration Tips

How To Get Your Degree Audit

Your Degree Audit shows which classes you've taken and which classes you still need for graduation.

1. Type www.facts.org in your web browser.
2. Click "College Advising Tools."
3. Click "Institutional Degree/Program Audit."
4. Enter this information:
 - a) "Click to choose an institution," and select "Broward College."
 - b) "Enter your student ID."
 - c) "Enter your PIN/Password" by typing two digits for your birth month and two digits for your birth year.
5. Click continue and wait for your Degree Audit, which you should print.

For Associate in Arts Degree Students

Degree audits for all AA degrees (the "transfer degree") show General Education requirements. To see prerequisites for your particular major at a university in the Florida state system:

1. At BC's homepage click "Find Programs of Study" in the blue box on the left.
2. Click "Associate in Arts."
3. Click your intended major.
4. Click "Print Program Sheet" on the left.

How to Search for Open Classes

1. On BC's homepage, in the blue box on the left, click "Browse Class Schedules."
2. Enter course ID for courses you want, such as "ENC1101" (no spaces), in the three fields on the right. Select term and preferred campus, and then click "Search."
3. Read class start and end dates carefully because they differ by session within a term. Choose classes that aren't offered at the same time. Consider time you'll need to reach campus. Read special notes that are underneath some course entries.

4. After you've developed a workable schedule, write the 6-digit reference number to the left of each class for which you want to register.

How to Register Online

1. On BC's homepage in the gray box on the left, "My BC Login": enter "Login" (your ID #, without dashes) and "PIN" (2 digits for birth month and 2 digits for birth year). Click "Sign In."
2. First-time users should read "Policies and Guidelines" and click "accept" or "reject."
3. Click "Registration."
4. Click "Registration Date" to see the earliest time you can register for the term you want. If it's not "OK to Register," click "View Details" to find out why.
5. If it's OK, click "Back" button and then click "Add/Drop."
6. Select the term for which you want to register.
7. In this Welcome page, if you don't know when classes you need are offered, scroll down to "Class Schedule - Search by Term."
8. Select your campus preference and enter course ID for courses you want, such as "ENC1101" (no spaces). Click "Search Now."
9. After you've developed a workable schedule, select classes by clicking the "Ref Num" (6-digit reference number) in the box to the left of a class you want. Each class you select appears at the top of the page, so scroll down to see the list and select another.
10. Your class selections are now displayed. If you want to save them, click "Save." If you want to remove any, click on the reference number. You actually register for the classes only by clicking "Save." If you see holds after you have clicked "Save," you will need to contact the appropriate department. You can also refer to course descriptions in the BC catalog (some courses require pre- and/or co-requisites).
11. Print your schedule and note your fees and fee due date.



Student Organizations

The College encourages and promotes membership in a wide variety of student organizations representing the full spectrum of social, religious and political thought and action, as long as membership enhances the student's academic goals. In their efforts to recruit student members, organizations are required to disclose the following information upon the initial contact with prospective members:

1. All financial costs associated with membership.
2. The average number of hours per week members are expected to donate to organizational pursuits.
3. The academic performance expectations of members.
4. Any sponsorship or linkage with any organization outside the college and whether or not membership in other organizations is expected.
5. The names and affiliations of all advisors who are not employed by Broward College.
6. An explicit statement that the organization will not tolerate hazing or other prohibited activities defined in college policies.
7. The organization must affirm that in harmony with the freedom of choice embodied in college policy, the organization will in no way force or coerce either physically or emotionally in its solicitation for membership, or in the execution of its activities as a student organization at Broward College. All registered student organizations will be required to sign a statement of compliance.

Students enrolled at Broward College are free to join student organizations which promote their common interest, as long as:

1. The policies, purposes, and principles of the organization are consistent with the general philosophies and principles of free institutions in a democratic society.
2. Membership in the organization is open to all bonafide students at the College without respect to race, creed, or national origin.
3. A statement of purpose, constitution and bylaws containing criteria for membership, rules or procedures and a current list of officers are filed with the Campus Director of Student Life. The bylaws of every organization operating under the sanction of the College shall include the antihazing policy, rules, procedures and penalties of the college .
4. The membership, policies and actions of the organizations are determined by vote of only those persons who hold bonafide membership in the College.
5. A full-time faculty, staff, or administrator is selected and agrees to serve as the organization's advisor.
6. The association, club or organization has registered as a student organization through appropriate administrative channels with the Campus Director of Student Life.
7. All external affiliations and associations of student organizations are stated explicitly in their petition and constitution and also in any written material or advertisements distributed by such student organizations.
8. Recruitment and membership policies and practices are free of deception, coercive tactics or mind control techniques.
9. A student must be currently enrolled, in good academic standing, and have a cumulative grade point average of at least 2.0 to participate in student organizations. If the current semester is the student's first semester in college, they may participate with a GPA of 0. All officers of student organizations must maintain a minimum 2.0 GPA and a 2.0 GPA from the previous semester.

The College will ensure that students and student organizations remain free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Organizations are free to invite and hear any person of their choosing provided:

1. They have funds in advance to defray expenses.
2. Reservations for facilities are made through appropriate channels.
3. The program is consistent with established policy as well as the contents of this document.

Organizations are free to support causes by orderly means (consistent with guidelines elsewhere in college policy) which do not disrupt the regular and essential operation of Broward College. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students, student organizations, and guest speakers represent their own views. The college neither sanctions nor endorses the expressions or viewpoints represented.

Clubs and Organizations

African-American Student Union

The primary purpose of this organization is to promote academically, enlighten politically, and motivate socially.

North Campus - Sandra Gaines, 201-2345; Central Campus - Donald Cleveland, 201-6572;
WHC - Vernon Jones, 201-6743

Alpha Eta Rho-Eta Phi Chapter

The International Aviation Fraternity is open to all college students, faculty and staff interested in aviation.

South Campus -Jan Shakespeare, 201-8084



American Dental Hygiene Association

The mission of the Association is to advance the art and science of dental hygiene.

Central Campus - Joyce Abraham, 201-6904

Anchor Point Graphic Design

The purpose of the Graphic Design Club is to provide an opportunity for students to participate and collaborate in the field of graphic design.

WHC - Alicia Sobchak, 201-7665

Anthropology Club

Anyone who is currently a behavioral science major or has an interest pertaining to the fields of Anthropology, Sociology, Religion, or Psychology is welcome to join.
Central Campus - Mark Tromans, 201-6726

Asian American Club

The Asian American Club's purpose is to learn about and celebrate the Asian culture, organize cultural activities, and host events that expose Asian culture to the campus.
Central Campus - Xiao Wang, 201-6515

Black Student Union

The primary purpose of this organization is to promote academically, enlighten politically, and motivate socially.
South Campus - Al Smith, 201-8001 and Ione Turpin, 201-8048

Blue Hawks

The official host/hostesses for North Campus, these students assist with orientation, registration, and recruitment activities.
North Campus - Mareta Sizemore, 201-2325

Brain Bowl

The Brain Bowl is an intercollegiate academic team that competes in tournaments with other colleges and universities.
Central Campus - Dr. E. Patrick Smith, 201-6636

Business Professionals of America (BPA)

Business Professionals of America contributes to the preparation of a world-class workforce through the advancements of leadership, citizenship, academics and technological skills.
North Campus - Tai Houser, 201-2385

Caribbean Club

The purpose of Caribbean Students Association (CSA) is to foster cultural awareness around Caribbean culture and topical issues. All students, whether of Caribbean descent or not, are welcome to join.
North Campus - Anthony Stephen, 201-2471

Collegiate Association for Research Principles (C.A.R.P)

The Collegiate Association for Research Principles teaches students core values in relationships within families, friendships, career, and national and global values.
Central Campus - Winston Thompson, 201-6418

Catholic Club

All students, staff, and faculty who want to become informed about Catholicism, or who seek to live and grow in the Catholic faith are welcome.
Central Campus - Susan Finazzo, 201-6964

Center for Inquiry

This club provides an atmosphere of open dialogue for and civility for all people and provides an opportunity for free thinkers and nonreligious people to express themselves.
Central Campus - Robert Fusco, 201-4914

Central Educational Society (Education Club)

A club for education majors dedicated to service in the field of education through fund-raising, networking, career development, and mentorship.
Central Campus - Sharry Kimmel, 201-6727

Christian Campus Fellowship

This club teaches the bible in a relevant manner and offers encouragement and inspiration to all.

Central Campus - Dorothy Easley, 201-4914

Computer Club

The Computer Club is focused on the latest developments in the computer industry and provides its members with guest speakers, free tutoring, and field trips.

North Campus - Professor Donat Forrest, 201-2235

Distributive Education Clubs of America (DECA)

DECA's primary objective is career development. It's comprised primarily of marketing, retailing, entrepreneurship and business students, but all are welcome.

North Campus - Paul Ricker, 201-2363; Central Campus - Business Department, 201-6710

Diving Club

The Diving Club provides opportunities to enhance students' diving skills in addition to trying out new equipment during monthly functions.

Tigertail Center - Jon Groover, 201-4500

Dynamic Soul Dancers

The purpose is to learn and develop new dances and team building. The DSD currently perform at most North Campus special events and at the BC Men's home basketball games.

North Campus - Ashley Turner, 201-2325

EdTech/Phi Delta Alpha

The Educational Technology Club is designed for education majors interested in learning how to integrate technology into the classrooms.

South Campus - Dr. Dominique Charlotteaux, 201-8230



EMS Student

The club is designed to help educate and train individuals seeking a career in the EMS field.

Central Campus - Bruce Hill, 201-6920

Engineering Association

The purpose of the Engineering Association is to serve as a vehicle to introduce students to engineering life.

Central Campus - Rolando Branley, 201-6676

First Impact

First Impact allows students to express different issues that may affect their daily environment, promote leadership and a positive attitude.

Central Campus – Sean McNulty, 201-6485

Gamma Beta Chi

This club promotes awareness and further interest in nuclear medicine. Members attend local, state and national meetings to update their expertise on the latest techniques available in delivering medical care to the patient.

North Campus - Lorenzo Harrison, 201-2083

Gay Straight Alliance (GSA)

Gay Straight Alliance is a club for gay, straight, lesbian, bisexual and transgender students and their allies that advocate unity, tolerance and education.

Central Campus - Andrew Dutka, 201-6577

South Campus – Renee Pleus, 201-8098

Pines Center – Karen Young, 201-3605

Hillel Jewish Student Union

The Hillel Jewish Student Union strives to meet the social, cultural, religious, and educational needs of Jewish students at BC's campuses.

Central Campus - Gloria Scheff, 201-6591

Honors Student Committee

This organization promotes scholarship, the development of leadership and service and fellowship among students, honors faculty and staff.

Central Campus - Lulrick Balzora, 201-6671

Hospitality and Tourism Management

The club educates students about the various aspects of the hospitality industry and promotes leadership and public speaking skills, confidence, and networking.

Central Campus – Russell Dunn, 201-6716

The Institute of Electrical and Electronics Engineers (IEEE)

IEEE is the world's largest technical professional society that focuses on advancing the theory and practice of electrical, electronics and computer engineering and computer science.

Central Campus - Professor Mohammad Dabbas, 201-2429

International Club

The main objective of the International Club is to further international understanding and appreciation of diverse cultures.

Central Campus - Mark Tromans, 201-6726; North Campus - Esmeralda Sweeney, 201-2404; South Campus - Student Life, 201-8997

InterVarsity Christian Fellowship

The InterVarsity Christian Fellowship is an organization that consists of students and other members of the college community who believe in Jesus Christ and the Bible.

North Campus - Philana Marshall, 201-2282; Central Campus - Jane Williams, 201-6584;

WHC - Carol Brinson, 201-7411; South Campus - Gerri Romero, 201-8256

Japanese Club

The Japanese Club provides an opportunity for students to gain a better understanding of the Japanese language and culture through exposure to Japanese history, fine arts, traditions and pop culture.

Central Campus – Michael Nolan, 201-6882

Kappa Delta Phi Educational Honor Society

This club is an international honor society in education organized to recognize excellence and help education majors develop ideals of scholarship and promise in teaching and allied professions.

Central Campus - Sharry Kimmel, 201-6727

Kenpo Club

The Kenpo-Kobudo Club welcomes students, staff, and faculty to explore the aspects of our martial arts club: courtesy, integrity, humility, and self-control.

Central Campus - Michael Nolan, 201-6882

LAKAY: Haitian Students in Action

LAKAY's main goals are to promote academic excellence among its members, address Haitian students' cultural needs, find ways to promote the positive aspects of the Haitian culture, and dispel stereotypes about the Haitian culture and its people.

Central Campus - Lulrick Balzora, 201-6671

Lambda Alpha Epsilon

The American Criminal Justice Association, Lambda Alpha Epsilon (ACJA-LAE), is a national association devoted to furthering professionalism in all areas of criminal justice.

Central Campus - 201-6797

Latin American Student Association

LASA's main purpose is to share the Latin culture with the college, promote participation in activities and unity among Latin students.

Central Campus – Maria Hincapie, 201-6526

South Campus – Rose Ortega, 201-8997

Learning Community Club

The Learning Community Club is dedicated to the advancement of the discipline of the arts, sciences and humanities through collaborative activities across disciplines.

North Campus - Dr. Kevin Keating, 954-201-2269

Le Club Francais

The purpose of Le Club Francais is to assist members in achieving experience with the French language and culture.

Central Campus - Joyce Davis, 201-6560

Legal Assisting Society

The Legal Assisting Society is an organization designed for students pursuing a career as a Paralegal/Legal Assistant; however, everyone is welcome to participate.

South Campus - David Goodrich, 201-8011; North Campus - James Amato, 201-2217

Massage Therapy

The Massage Therapy club provides learning opportunities for massage students and also helps them develop a sense of community as they participate in many charitable events.

North Campus - Sandra Stone, 201-2074

Noor El-Deen

The purpose of this club is to unite the Muslim community at BC by bringing in speakers that contribute to the unification of the Muslim community on campus.

Central Campus - Adnan Khalil, 201-6475

Peer Educators

This is an international college and university program that promotes alcohol and drug awareness, along with HIV/AIDS education and prevention, and sexual violence awareness. South Campus - Healthy Student Living Office, 201-8223; WHC - Student Life Office, 201-7377; Central - Student Life, 201-6756

Phi Beta Lambda

PBL is for students participating in business programs such as accounting, business administration, clerical, secretarial, information management, economic finance, law, and marketing. Central Campus - Cathy Montesarchio, 201-6373; North Campus - Carlton Wall, 201-2361



Phi Theta Kappa

Phi Theta Kappa is the international honor society serving American two-year institutions.

To become a member of Phi Theta Kappa, one must have a 3.5 GPA or higher after completing 12 credit hours and paying lifetime membership dues.

South Campus - Dr. Barbra Nightingale, 201-8873; Central Campus - Todd Bernhardt, 201-6590; North Campus - Prof. Juan Calle, 201-2376; WHC - Sue Hawk-Finn, 201-7377

Photography Art Guild

This club sponsors activities that will motivate students to expand their knowledge and skills in photography.

Central Campus - Teresa Diehl, 201-6517

Physical Therapist Assistant

The Physical Therapist Assistant Club participates in community service projects and expands PTA students' basic knowledge by sponsoring several guest lecturers.

North Campus - Maria Holodak, 201-2087

Pre-Med Club

This club allows students with intentions of having medical careers share their enthusiasm and knowledge of the field of medicine.

Central Campus - Joseph Lawry, 201-6326

Pre-Pharmacy Club

The Pre-Pharmacy club allows students to learn and gain exposure to pharmacy, provides networking opportunities amongst peers and pharmaceutical companies.

Central Campus - Laura Choudhury, 201-6675

Roots

Roots is a special interest service club that enables the Haitian student population at BC to share the Haitian culture with other BC students.

North Campus - Greta Jackson, 201-2046

Rotaract

Rotaract is the college-age division of Rotary International, which provides scholarship and ambassadorial programs for Rotaract members.

North Campus - Student Life, 201-2325

Running Club

The Running Club allows students to discuss and implement various aspects of running and walking for enjoyment and competition, and is an excellent way to stay in shape.

Central Campus – Damon Davis, 201-6539

Sailing Club

The Sailing Club provides opportunities for students to improve sailing and windsurfing skills through weekend Keys trips and seasonal snorkeling and surfing trips.

Tigertail Center - Jon Groover, 201-4500

Science Club

The Science Club is open to all BC students interested in the sciences. Club activities include field trips, discussions with invited speakers, college/community service projects and independent scientific explorations.

North Campus – Behnoush Memari, 201-2460

Scuba Club

Any student interested in going on diving trips or wants to learn how to scuba dive is welcome.

Tigertail Center – Jon Groover, 201-4500

Seahawk Wellness

The Seahawk Wellness Center strives to provide a safe, supportive environment for students, faculty and staff.

Central Campus - Paula Neisner, 201-6852; South Campus, 201-8911

Soccer

The Soccer Club allows students who have a love for the game of soccer to pursue that love on a recreational basis.

South Campus - Jared White, 954-201-8911



Student Programming Association (SPADES)

The Student Programming Association (SPADES) coordinates special events on campus through the Student Life Department, including the Welcome Back Week Cookout and annual Laughapalooza Comedy Show.
Central Campus - Student Life, 201-6756

Student Programming Board

The Student Programming Board coordinates special events on campus through the Student Life Department, including the Welcome Back Week Cookout and annual Laughapalooza Comedy Show.
South Campus - Rose Ortega, 201-8997

Students for Students

Students for Students promote assistance to fellow students by helping students in need of school supplies and promoting book exchanges.
Central Campus - Jane Williams, 201-6584

The American West Indian Club (T.A.W.I.C)

The American West Indian Club, TAWIC, is a student organization that meets to discuss topics ranging from community and academic interests to social gatherings, such as beach parties, fiestas, and fund-raisers.
South Campus - Theo Derosier, 201-8909; Central Campus - Kisha King, 201-6593

Ultimate Frisbee Club

The Ultimate Frisbee Club's mission is to play the sport, to meet fellow BC students and to build healthy bodies as well as minds through club activities on campus and with the community.
Central Campus - Steven Obenauf, 201-6323; Student Life - North Campus, 201-2325



Intercollegiate Athletics

BC Intercollegiate Athletics is home to six team sports sanctioned by the National Junior College Athletics Association (NJCAA). BC competes on a state and national level:

Women's Tennis - Central Campus (1996, 2003, 2004, & 2006 National Champions)

Men's & Women's Basketball - North Campus

Women's Softball - South Campus

Women's Volleyball - Central Campus

Men's Baseball - Central Campus (2006 Florida State Champions)

To get involved, call John Giordano at 201-6583, or e-mail jgiordan@broward.edu.

Intramural Sports

The intramural program is comprised of competitive leagues and tournaments. It is open to men and women and all students, faculty, and staff. The College requires proof of health insurance or a signed insurance waiver on file and current BC ID card for participation in intramural activities. Sports available include:

Soccer
Open Gym
Volleyball
Flag Football

Indoor Climbing
Tennis & Racquetball
Full court Basketball
Open Swim- with free lessons

The IM Sports Program offerings differ on each campus and are subject to change. Programs are added and canceled according to student interest and attendance. Notify your campus Student Life Director of any activities that you would like to see added to your campus intramural program. For the dates, times, and details for signing up, contact your local Student Life office: South Campus, 201-8911, Bldg. 68-188 (Activity Center); Central Campus, 201-6434, Bldg. 19-106; North Campus, 201-2437.

Open Workout

Workout facilities are available on Central, North and South Campus at no charge. A current BC ID card, a towel and proper dress are required for participation. For hours of operation and locations, call your campus Health & Wellness Center at 201-8972 on South; 201-6948 on Central; or on North at 201-2314.

Tigertail Lake Center

Tigertail Lake Center is a student center that has many programs and trips available for students and staff.

Saturday Sailings – Open Saturday Sailings are offered most Saturdays during the term from 12pm – 6pm. Windsurfing, canoeing, and kayaking are also available – all skill levels welcome. Please wear rubber soled shoes; we provide the lifejackets. This activity is free for students, faculty, and staff.

Adventure Trips - Tigertail Lake Center offers sailing, windsurfing, scuba diving, and snorkeling trips to the Florida Keys and Camping, Canoeing, and Kayaking trips to the Ocala National Forest in Central Florida. These trips are available to students, faculty, and staff for a fee.

Open Climb Challenge – This event takes place once a month on a Saturday from 12 pm – 4 pm. Challenge yourself on our 40 foot rock wall, rope ladder, tube climb, and much more. Please wear comfortable clothing and close-toed shoes; all other safety equipment will be provided. This activity is free for students, faculty, and staff; \$10 for all others.

Friday Night Socials – Friday Night Socials take place once a month on Friday evenings from 7 pm-11 pm. Come out and join us for an evening of fun, food, music, and festivities. This event is free for students, faculty, and staff. Any school clubs planning on attending, please R.S.V.P. with Michaela McGuire at 201-4500.

For more information, stop by any Student Life office for a Tigertail schedule, call 201-4500, or visit us on the web at www.broward.edu/watersports/ to check out our monthly calendar for all of our events, dates, and times.

Tigertail is located at 580 Gulfstream Way, Dania Beach, FL 33004.

Tigertail Ropes Challenge Course

Participate in a half or full day on the Tigertail Ropes Challenge Course. Your participation in a ropes course will facilitate growth, while allowing you to choose your level of challenge. It is not teaching in a traditional sense, but instead learning takes place through the guided process of action, reflection and application. Areas explored include communication, goal-setting, planning, critical thinking, accountability, support systems, decision-making, leadership styles, positive risk-taking, and more. Student clubs/organizations, classes and faculty/staff groups are encouraged to sign up for a date. Additionally, open challenges are offered several times each semester. For more information, contact Rick Fial, program coordinator, at 201-4500, or e-mail rfial@broward.edu. Check out the Tigertail website at www.broward.edu/ws.



Student Media

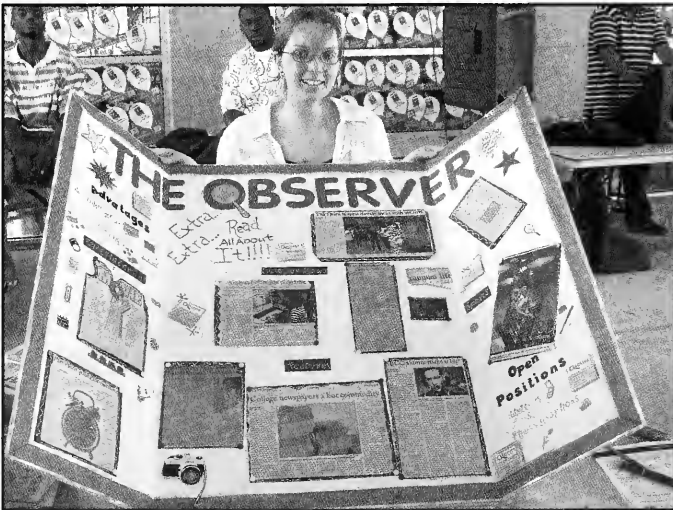
Student Media, student productions, publications and press are valuable in establishing and maintaining an atmosphere of free and responsible discussion of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of faculty and administration as well as formulating students' opinions on various issues on the campus and the world at large. In addition, student publications and productions serve as a training opportunity for students interested in professional journalism, either print or broadcast. All college published and financed student media shall explicitly state the opinions expressed are not necessarily those of either the faculty or students of Broward College. All media is expected to observe the standards of the respective professions. These statements are to be considered as supplementary to the established policies of the Board of Trustees as they relate to student publications. The college will ensure free and responsible media and will not censor or approve copy in advance. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Observer

Broward College encourages and supports a free and responsible student press. *The Observer*, the college's bi-monthly collegewide newspaper, that is completely student produced offers student reporters and editors the opportunity to practice all aspects of newspaper work, including reporting and writing, photojournalism, design, graphics, desktop publishing, and layout. Any student enrolled at the college can work for the paper. Institutional scholarships and work study assignments are available to student editors.

The Observer is widely recognized for its excellence and has won numerous state, individual, and overall awards. Additionally, *The Observer* has won two National Pacemaker awards, college journalism's most prestigious award for general excellence.

Although *the Observer's* main editorial and production office is located on South Campus Bldg. 68-268, students from all campuses are encouraged to participate. For more information, contact *The Observer* office at 201-8035 or via e-mail at observer@broward.edu. Also, visit us online at: www.broward.edu/observer.



P'an Ku

P'an Ku is the BC Student Literary/Arts Magazine which is published twice yearly. The purpose of the magazine is to encourage, promote, and highlight the creative efforts of students throughout the college. P'an Ku has won numerous awards over the years in both state and national competitions.

The magazine contains the work of students from all campuses of the college and is produced solely by students for distribution throughout the college. Poetry, fiction, nonfiction, photography, and artwork are sought for publication. Watch for the announcements of submission deadlines during the year.

Though based on South Campus, the magazine encourages students from all campuses to not only submit work, but be part of the staff. No special talent is needed. Students will learn how to select work for the magazine, how to promote the publication, and learn the principles of design and desktop publishing. The only real requirements are commitment and enthusiasm. A limited number of scholarships are available each term. For more information, stop by the South Campus production office in Bldg. 68-246 or call 201-8044. Students can also contact Dr. Patrick Ellingham, the faculty advisor, at 201-8858. Also, visit us online: http://www.broward.edu/PanKu_BC/

Leadership Development

Broward College is dedicated to providing opportunities and programs that will continue to develop leaders as well as provide current student leaders opportunities to fine-tune and expand their skills. There are 16 unique components offered to develop leadership skills of the students at Broward College, providing both cognitive and experiential opportunities: They include ethics, conflict resolution, group and team dynamics, sportsmanship, budget and fiscal management, etiquette and networking, and communication.

Leadership Class

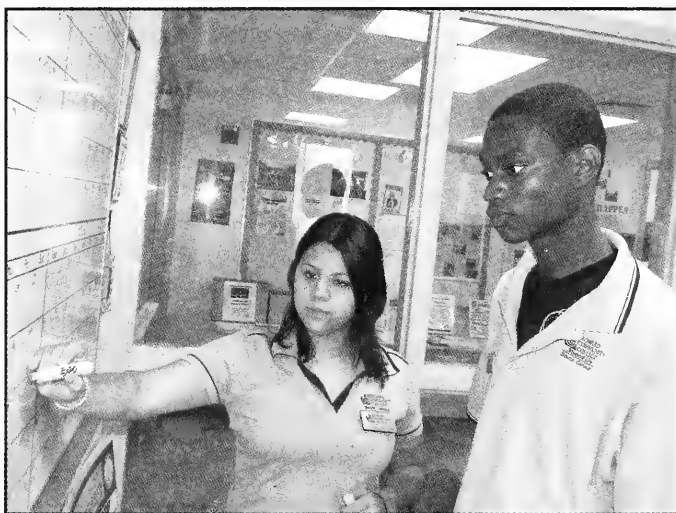
The purpose of this course, only offered on South Campus, is to provide a variety of learning experiences and guest speakers to assess leadership styles and potential. The class is open to all student (and potential student) leaders. It is designed to help develop ethical values, leadership styles and techniques for future educational, organizational and leadership roles.



Student Government

At Broward College, the Student Government (SG) is the voice of the students. Student Government has many different functions including acting as the liaison between student organizations and the administration. SG is the bridge that students are always welcome to cross, which connects the faculty, staff, and administration to the student body. SG researches student concerns and finds ways to resolve problems. The membership is open to any and all interested students. SG also offers various leadership opportunities on many different levels. Selected students become involved in campus, collegewide, district, and state level events.

The concept of teamwork is constantly practiced, and students learn conflict resolution. The Student Government at Broward College is always looking for new ideas, faces, and inspiring minds. For more information, contact the SG office on Central Campus at 201-6846, e-mail acarter@broward.edu; at the Willis Holcombe Center at 201-7377, e-mail shawk@broward.edu; on North Campus at 201-2461, e-mail nsga@broward.edu; or on South Campus, Bldg. 68-275 at 201-8997, e-mail ortega@broward.edu.



Competitive Edge

Competitive Edge is a highly selective leadership program. Participants are chosen based on their nomination by faculty members or administrators, recommendations, committee interviews, and demonstrated leadership potential. Shadowing and internship experiences are provided throughout the sophomore year with the President's senior staff and community and political leaders. For more information, contact the Student Life office on your campus or call 201-4507, or e-mail ckeating@broward.edu.

Emerging Leader Program

The Emerging Leader Program (ELP) is a leadership development opportunity designated to introduce students to basic leadership skills. ELP participants agree to meet twice a month during Term I and Term II to attend workshops to develop these skills. Some workshop topics may include Myers-Briggs Personality Type Indicator, Time Management, Networking, Conflict Resolution and/or Ethics. Participants in ELP receive an ELP polo shirt, portfolio, carry bag, and have the opportunity to participate in the Student Leadership Retreats sponsored by Student Life. For more information, contact Student Life at South at 201-8973.

Student Ambassadors

Student Ambassadors promote BC programs in the community. Broward College's Ambassadors represent BC at area high schools, civic and professional meetings, GED centers, and locally sponsored career and college nights throughout Broward County. Student Ambassadors are eager to spread the word about academic and community enrichment programs at BC. Ambassadors range in age from 18 to over 50 and their friendships and contacts will endure long after they graduate. For more information, contact: North-Mareta Sizemore, Bldg. 46, 201-2325, or msizemor@broward.edu; Central-201-6359, WHC-Student Life, 201-7377; South-Gerri Romero, 201-8257, or gromero@broward.edu.

O.V.A.L. Office

The Office of Volunteering and Leadership (O.V.A.L. Office) is a clearinghouse for students, faculty and staff members of BC to learn about various volunteer and leadership opportunities both at BC as well as in the community. From planning Habitat for Humanity workdays, beach cleanups at John U. Lloyd State Park, or weekend long leadership seminars, the O.V.A.L. Office is always interested in planning programs that are beneficial to BC students as well as the community. For more information, visit the O.V.A.L. Office at Central Campus, Building 19, Room 106, or call 201-6237; South Campus, Building 68, Room 276, or call 201-8973.

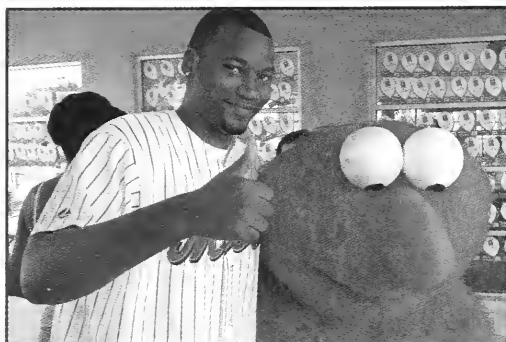
Libraries

Through joint partnerships with either Broward County or FAU, campus libraries provide academic support programs of study. Electronic catalogs and automated databases available at each library location facilitate research and student learning. Students are eligible to use all campus libraries once they obtain their student ID and library card. Students who attend the Willis Holcombe or Pines Center are served by a nearby Broward County Library. Policies, procedures, and hours of operation differ slightly from one location to another. For precise information, please contact the library serving your campus location. A. Hugh Adams Central Campus, Building 17, 201-6648; North Campus, Building 62, 201-2041; Judson A. Samuels South Campus, Building 81, 201-8825; Pines Center, Building 101, 201 3619; Willis Holcombe Center, Broward County Main Library, 357-7444.

Learning Resource Centers

Each campus Learning Resource Center provides students with free access to up-to-date instructional and support services in the classroom and learning laboratories. These services include learning labs, tutoring services, and classroom support. For additional information regarding academic support services and/or LRC hours of operation, please contact your campus Learning Resource Center. A. Hugh Adams Central Campus, Building 17, 201-6660; North Campus, Building 62, 201-2260; Judson A. Samuels South Campus, Building 72, 201-8909; Pines Center, Building 101, 201-3619; Willis Holcombe Center, HEC Room 430, 201-7595.





BC Bookstores

BC Bookstores are owned and operated by the college and function as a service to the students, faculty, administration and staff.

The bookstores offer a complete line of textbooks, both new and used, and a large selection of trade and reference books. We also have an extensive assortment of art supplies, gift items, college rings, clothing, uniforms, dictionaries, reference books, backpacks, software, calculators, notebooks, writing tools, diploma frames, decals, and a whole lot more.

Services also include special orders for books and software not normally carried as basic stock and buyback of used college books. Prices are established according to the national standard typically found at other colleges and universities.

The bookstore accepts Visa, MasterCard, Amex and Discover credit cards. Textbooks can be ordered online at www.broward.edu/bookstore. Bookstore hours of operations are posted on our website.

Central Campus Bookstore	Bldg. 19	201-6830
North Campus Bookstore	Bldg. 46	201-2224
South Campus Bookstore	Bldg. 67	201-8805
WHC Bookstore	FAU Tower	762-5204
Pines Center Bookstore	Bldg. 101	201-3604
Weston Center Bookstore	Bldg. 110, 2nd floor	201-8529

Students' Right To Know

The College is providing the following statistics regarding campus crime as mandated by the Florida Right To Know Act. During 2006, the following criminal offenses occurred on BC's campuses:

Aggravated Assault/ Stalking.....	34	Sex Offenses, Forcible	0
Burglary/Breaking & Entering	189	Liquor Violation Arrests.....	1
Homicide Offenses	1	Drug Abuse Violation Arrests.....	9
Motor Vehicle Theft	53	Weapons Violation Arrests.....	1
Robbery.....	5		

Student Rights and Responsibilities

BC reserves the right to amend policies and procedures at any time. For the most current version of the following policies, please check online at www.broward.edu/PolicyAndProcedure/

Accessing Online Policies

The policies contained in the handbook are accurate as of the date of publication. For the most official up-to-date policies and procedures, please see the BC web site. To access BC policies online, go to the BC homepage at www.broward.edu/policyandprocedure/.

Bill of Rights

Student Bill of Rights (BC Policy 6Hx2-5.25)
BC Students are offered the following rights:

Broward College students should expect quality instruction delivered by a dedicated faculty engaged in continued professional growth (BC Policy 6Hx2-2.05: Philosophy and Mission of the College). Broward College students are granted the following rights as outlined in BC Policies and Procedures, the Student Handbook, College Catalog, and other appropriate publications of the College.

Access to Education: Broward College maintains an open-door to all students who qualify according to the BC admission standards.

Sources:

- BC Policy 6Hx2-2.05: Philosophy and Mission of the College
- BC Policy 6Hx2-5.01: Admission
- BC Policy 6Hx2-5.09: Service to Student with Disabilities
- BC Policy 6Hx2-5.11: Student Financial Services Programs

Fairness in Grading: Students will receive a syllabus outlining relevant course policies regarding attendance and grading procedures during the first week of instruction. Students may appeal final grades that they consider a misapplication of College Policy or the course syllabus.

Sources:

- BC Policy 6Hx2-4.18: Class Attendance
- BC Policy 6Hx2-4.19: Grades and Grade Appeal Process

Due Process When Charged With Violation of Student Code of Conduct: Students have the right to due process when charged with a violation of the Student Code of Conduct.

Source:

- BC Policy 6Hx5-5.02: Student Code of Conduct

Non-discrimination and Harassment: Students have a right to be free from illegal discrimination and harassment based on race, color, religion, disability, sex, sexual orientation, national origin, marital status, and veteran's status.

Sources:

- BC Policy 6Hx2-5.02: Student Code of Conduct
- BC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- BC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students

Confidentiality of Records: The College protects the rights of students and their parents or guardians with respect to the confidentiality of student records. Student records may

be released to third party individuals only as their requests comply with federal, state, or local laws, court orders and subpoenas, and circumstances involving the safety of persons or property.

Source:

- BC Policy 6Hx2-5.03: Student Records

Student Publications: Students have the right to participate in free and responsible journalism at BC.

Source:

- BC Policy 6Hx2-5.04: Student Publications

Association and Assembly: Students have the right to form student organizations and may peacefully assemble on BC property per the guidelines set forth in BC Policy.

Sources:

- BC Policy 6Hx2-5.02: Student Code of Conduct
- BC Policy 6Hx2-5.13: Student Life

Instructional/Non-instructional Issues: BC provides policies and procedures for students to address instructional and non-instructional issues. Students shall follow the steps outlined in the following policies and procedures. Students are not precluded from appealing issues not specifically identified below:

- BC Policy 6Hx2-4.02: Academic Load
- BC Policy 6Hx2-4.03: Applicable Catalog/Recency of Credit
- BC Policy 6Hx2-4.04: CLAST Waivers
- BC Policy 6Hx2-4.05: Cancellation of Previous Unsatisfactory College Record for A.S. Degree and Certificate Students
- BC Policy 6Hx2-4.07: Completion of Graduation Requirements After Transfer
- BC Policy 6Hx2-4.09: Substitution Admission and Graduation Requirements for Student with Disabilities
- BC Policy 6Hx2-4.11: Program Acceleration
- BC Policy 6Hx2-4.18: Class Attendance
- BC Policy 6Hx2-4.19: Grades and Grade Appeal Process
- BC Policy 6Hx2-4.20: Religious Observances
- BC Policy 6Hx2-4.23: Academic Standards of Progress
- BC Policy 6Hx2-5.01: Admissions
- BC Policy 6Hx2-5.02: Student Code of Conduct
- BC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- BC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students
- BC Policy 6Hx2-5.23: Grievance Process for Students for Non-Instructional Issues

Student Code of Conduct

Student Code of Conduct (BC Policy 6Hx2-5.02)

The Student Code of Conduct outlines acceptable and unacceptable behavior for BC students as well as appropriate disciplinary procedures and sanctions:

Upon admission to Broward College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local, state, and federal laws as well as the academic and behavioral regulations found in the Broward College Student Handbook, the College Catalog, other official publications, and the BC web site at www.broward.edu.

Any student or student organization found to have committed the following misconduct, both on or off campus, is subject to the disciplinary sanctions outlined in Student Code of Conduct Procedures:

1. Dishonesty, including but not limited to the following:

a) Cheating, plagiarism, or other forms of academic dishonesty. The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes or another person's paper during an examination when not permitted to do so.

Cheating also includes the giving of work information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

b) Furnishing false information to any BC official or faculty member

c) Forgery, alteration, or misuse of any BC document, record, or instrument of identification.

d) Tampering with the election of any recognized BC student organization.

2. Disruption: Disruption or obstruction of teaching, research administration, disciplinary proceedings, other BC activities, including its public-service functions on or off campus, or other authorized non- BC activities, when the act occurs on BC premises.
3. Abuse: physical abuse, verbal abuse, threats, and intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.
4. Theft or Damage to Property: attempted or actual theft of and/or damage to property of BC or property of a member of the BC or other personal or public property.
5. Discrimination as defined in BC Policy 6Hx2-5.22
6. Sexual Harassment as defined in BC Policy 6Hx2-5.20
7. Sexual Battery/Assault as defined in BC Policy 6Hx2-5.20
8. Hazing as defined in Florida State Statute 240.1325
9. Non-Compliance with Directions: failure to comply with directions of BC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. Keys: unauthorized possession, duplication, or use of keys to any BC premises or unauthorized entry to or use of BC premises.
11. Violation of published BC policies/procedures, rules or regulations.
12. Violation of Law: violation of federal, state or local law on BC premises or at BC sponsored or supervised activities.
13. Controlled Substances: use, possession or distribution of narcotics or other controlled substances except as expressly permitted by law. Smoking in classrooms, on elevators, and in other designated non-smoking areas is prohibited.
14. Alcohol: use, possession or distribution of alcoholic beverages except as expressly permitted by the law and BC regulations.
15. Public intoxication.
16. Possession of firearms, dangerous chemicals and/or other weapons not deemed necessary for College purposes is forbidden at any College location or at any College-sponsored activity, including in the parking area for the college or the activity. This specifically revokes an individual's right to carry a licensed firearm at any College location

- or at any College-sponsored activity; additionally, this specifically revokes an individual's right to store a firearm in a vehicle at any College location or at any College-sponsored activity. Law enforcement personnel authorized to possess a firearm in the discharge of their duties are exempt from this policy. Authorized personnel with a specific educational purpose are exempt, but only to the specific limits outlined in their authorization.
17. Unauthorized Demonstration: participation in a campus demonstration which disrupts the normal operations of BC and infringes on the rights of other members of the BC community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
 18. Obstruction of Movement: obstruction of the free flow of pedestrian or vehicular traffic on any BC premises or at BC sponsored or supervised functions.
 19. Disorderly Conduct: Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on BC premises or at functions sponsored by, or participated in by BC.
 20. Computer Usage:
 - a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b) Unauthorized transfer of a file.
 - c) Unauthorized use of another individual's identification and pass word.
 - d) Use of computing facilities to interfere with the work of another student, faculty member or BC official.
 - e) Use of computing facilities to send or receive obscene or abusive messages
 - f) Use of computing facilities to interfere with the normal operation of BC computing system.
 21. False Representation: contracting or representation in the name of the College.
 22. Abuse of the student discipline system, including but not limited to:
 - a) Failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other BC officials when requested to do so.
 - b) Falsification, distortion, or misrepresentation of information before a Student Conduct Committee.
 - c) Disruption or interference with the orderly conduct of a Student Conduct Hearing.
 - d) False accusations of student misconduct knowingly without cause.
 - e) Attempting to discourage an individual's proper participation in, or use of, the student discipline system.
 - f) Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing.
 - g) Harassment (verbal or physical) and/or intimidation of a member of Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing.
 - h) Failure to comply with the sanction(s) imposed under the Student Code.
 - i) Influencing or attempting to influence another person to commit an abuse of the student discipline system.
 23. Bribery: offering or giving money or any item of service to a BC employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.
 24. Violation of Law and BC Discipline:
 - a) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the BC community and/or disrupts the educational mission of the College.
 - b) BC disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or

criminal proceedings off campus.

c) When a student is charged by federal, state or local authority with a violation of law, BC will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, BC may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the BC community.

d) BC will cooperate fully with law enforcement and other agencies to the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Consequences Based on Academic Dishonesty

Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Additionally, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

Student Organizations

Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization, and any of the following conditions apply:

1. The offense occurred at an event that was sanctioned by an officer of the organization.
2. Organizational funds are used to finance the activity.
3. The event where the offense occurred is substantially supported by the organization's membership.
4. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction.
5. The organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

Recording Prohibition

Students may not make an audio or video recording of an instructor or speaker unless prior consent of the instructor or speaker is obtained. However, if such recording is an Americans with Disabilities Act accommodation, prior notification is required, rather than consent.

Institute of Public Safety Students

Institute of Public Safety students who are enrolled in programs or courses regulated by the Florida Criminal Justice Standards and Training Commission are subject to the provisions of the Institute's "Trainee Rules, Regulations, and Procedures," in addition to the Student Code of Conduct.

Procedures: Student Code of Conduct

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Broward College. In those cases not likely to result in a termination of a student's enrollment at the College, the campus/center chief student

affairs officer shall have the responsibility for the administration of student sanctions and may impose varying degrees of disciplinary actions.

ARTICLE I: STUDENT CONDUCT REVIEW PROCEDURES

1. Any member of BC may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the chief student affairs officer on the campus/center where the violation was committed. Any charge(s) should be submitted as soon as possible after the event takes place, preferably within forty-eight hours.
2. The chief student affairs officer of the campus/center, after reviewing the evidence and meeting with witnesses and the accused student, may impose sanctions outlined in this Procedure. The student shall be informed of the sanctions in writing.

ARTICLE II: SANCTIONS

1. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during or after the probationary period.
3. Loss of Privileges - Denial of specified privileges for a designated period of time.
4. Fines - Student may be required to pay fines incurred (i.e. parking, library) as one of the conditions for complying with the sanction imposed.
5. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions - Work assignments, service to BC or other related discretionary assignments
7. Withdrawal Without Refund - Withdrawal without refund is administratively imposed for violations of specific regulations.
8. BC Suspension - Separation of the student from BC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. BC Expulsion - Permanent separation of the student from BC.
10. The following sanctions may be imposed upon BC groups or organizations:
 - a) Those sanctions listed above.
 - b) Deactivation or loss of specific organizational privileges for a specified period of time.

Other than BC suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than BC suspension or BC expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than BC suspension or BC expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

ARTICLE III: APPEALS

1. A student, student organization, or complainant may appeal the sanctions imposed by the chief student affairs officer of the campus/center to the Vice President for Student Affairs. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs within five business days of the receipt of the sanctions from the campus/center chief student affairs officer. A student may appeal grades received involving allegations of academic dishonesty as outlined in BC Policy 6Hx2-4.19 and Procedure A6Hx2-4.19.
2. If a student appeals the decision of the chief student affairs officer to the Vice President

for Student Affairs, the chief student affairs officer shall decide if sanctions shall be in effect immediately or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or some other very serious condition exists, the chief student affairs officer of the campus/center may suspend the student or organization from activity at BC immediately, and have the student escorted off of BC property.

3. The chief student affairs officer will forward all necessary paperwork to the Vice President, including but not limited to all incident reports filled out by BC personnel, all security reports, any witness statements, and any police reports.
4. If the matter is referred to the Vice President for Student Affairs, he/she will decide if the matter will be heard and notify the student or student organization in writing of his/her decision. If the matter will be heard, the Vice President for Student Affairs will refer the case to the Student Conduct Committee. The Student Conduct Committee is a sub-committee of the Academic Standards Committee. The Student Conduct Committee shall consist of six members chosen from the Academic Standards Committee. A Hearing Officer shall be selected by the Vice President for Student Affairs from among the six members of the Student Conduct Committee. The Hearing Officer shall assume the role of Chair of the Student Conduct Committee.
5. The Vice President for Student Affairs shall forward all pertinent paperwork to the Hearing Officer who shall present the charges to the student or student organization in written form. A time shall be set for a hearing, not less than five or more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Hearing Officer.
6. The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, shall recommend sanction(s) to the Vice President for Student Affairs. The Vice President may accept, reject, or modify the recommendation offered by the Student Conduct Committee.

ARTICLE IV: HEARING PROCEDURES

1. Hearings normally shall be conducted in private. At the request of the accused student(s), and subject to the discretion of the Hearing Officer, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing. Admission of any person to the hearing shall be at the discretion of the Student Conduct Committee and/or its Hearing Officer.
2. In hearings involving more than one accused student, the Hearing Officer of the Student Conduct Committee, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
3. The complainant and the accused have the privilege of being assisted by one any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Committee.
4. The complainant, the accused, and the Student Conduct Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Student Conduct Committee.
5. The student or student organization must notify the Hearing Officer of any witnesses and/or evidence they wish to present, at least one business day prior to the hearing.
6. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Hearing Officer.
7. All procedural questions are subject to the final decision of the Hearing Officer.
8. At the discretion of the Hearing Officer, the accused may have the privilege of facing the accuser.
9. There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record shall be the property of BC.

10. After the hearing, the Student Conduct Committee shall determine by majority vote if the student has violated the section(s) of the Student Code that the student is charged with violating.
11. The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
12. If the Student Conduct Committee determines that a violation(s) of the Student Code has occurred, they will vote on sanction(s) to recommend to the Vice President for Student Affairs. The recommended sanction(s) of the Student Conduct Committee may be more or less severe than those originally imposed by the chief student affairs officer.
13. The Vice President for Student Affairs, after receiving the recommendation of the Hearing Officer shall impose sanctions on the student or student organization. Sanctions shall be delivered to the student in writing.
14. Except in the case of a student charged with failing to obey the summons of a Student Conduct Committee or BC official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered.
15. A quorum for the Student Conduct hearing will be the Hearing Officer and three members of the Student Conduct Committee.

ARTICLE V: INTERPRETATION AND REVISION

1. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.
2. The Student Code shall be reviewed periodically at the discretion of the Vice President for Student Affairs.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

FERPA and the Dependent Student

Even after a student has become an eligible student at age 18, an educational agency or institution may disclose education records to the student's parents, without the consent of eligible students, if the student is a dependent for Federal income tax purposes. Section 99.31 (a)(8) permits an educational agency or institution to disclose education records, without consent, to either parent if at least one of the parents has claimed the student as a dependent on the parent's most recent tax return.

Institutions must first determine that a parent has claimed the student as a dependent on the parent's Federal income tax return. Institutions can determine that a parent claimed a student as a dependent by asking the parent to submit a copy of the parent's most recent Federal tax return. Institutions can also rely on a student's assertion that he or she is not a dependent unless the parent provides contrary evidence. Under § 99.31(a)(15) written consent is not required, regardless of dependency status, to disclose to a parent of a student at an

institution of postsecondary education information regarding a student's violation of any Federal, State or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 at the time of the disclosure to the parent.

Right to Inspect and Correct Records

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Disclosure of Information

Schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies as explained below; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Health and Safety Emergency

Section 99.31(a)(10) provides that an educational agency or institution may disclose personally identifiable information from education records without consent if the disclosure is in connection with a health and safety emergency under the conditions described in § 99.36. Section 99.36 provides an educational institution may disclose personally identifiable information from an educational record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the educational agency or institution determines that there is an articulable and significant threat to the health and safety of a student or other individuals, it may disclose information from the education records to any person who knowledge of the information is necessary to protect the health and safety of the student or other individuals. The Department of Education will not substitute its judgment for that of the educational agency or institution in evaluating the circumstances and making its determination.

Directory Information

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school. BC notifies its students in the fall of each year in the student and local newspaper, as well as in the annual printing of the student handbook and in General Academic Information of the College catalog.

Broward College maintains and reserves the right to release the following directory information without the student's consent" (1) name, (2) enrollment status, (3) degrees and awards received, and (4) statistics pertaining to a student's participation in officially recognized sports and activities. If a student does not wish for any directory information to be disclosed, he/she should contact the campus Registration Office.

The College reserves the right to deny access to directory information when such action is deemed necessary to protect the rights of the student.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the Family Policy Compliance Officer at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Dismissal of Disruptive Students

Broward College Policy 6Hx2-5.02

The Disruptive Student Policy protects students, faculty and staff from any disruptive behavior of students:

Students who cannot conform to the standards of appropriate behavior as set forth in Broward College Policy 6Hx2-5.02, Student Code of Conduct, shall not be permitted to interfere with other students' access to a college education. Broward College students are subject to federal and state law, county and municipal ordinances, and all policies and procedures of the Board of Trustees. Violation of these published laws, ordinances, or policies and procedures may subject the violator to appropriate action by College authorities. The campus Deans of Student Affairs are authorized to recommend to the Vice President for Student Affairs the suspension or expulsion of students based on disruptive behavior. The Vice President for Student Affairs is authorized to enforce suspension or removal decisions, including the use of appropriate legal processes. Nonviolent student dissent does not fall under the purview of this policy.

For students who exhibit disruptive behavior serious enough to merit disciplinary action, the College may refer the students for appropriate psychological/psychiatric evaluation. The College shall retain the services of a psychological/psychiatric evaluator to assess the behavior and psychological condition of students who exhibit disruptive behavior or threaten bodily harm to themselves or others or exhibit severely disoriented perceptions and/or behaviors.

For more detailed information about Dismissal of Disruptive Students Policy and

Procedure (BC Policy 6Hx2-5.02) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol502.pdf>.

Unlawful Sexual Harassment/Battery/Assault

Unlawful Sexual Harassment /Battery/Assault Policy (BC Policy 6Hx5.20)

The Unlawful Sexual Harassment/Battery/Assault policy protects against and deals with sexual harassment:

As established in the College's Policy 6Hx2-5.22, Unlawful Discrimination, Harassment and Retaliation Policy, the College intends to protect all students from sexual harassment. In this policy, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for admissions and/or academic decisions affecting the individual or (2) unreasonably interferes with the individual's education or academic performance by creating an intimidating, hostile, or offensive environment.

For more detailed information about Unlawful Sexual Harassment/Battery/Assault Policy and Procedure (BC Policy 6Hx2-5.20) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol520.pdf>.

Unlawful Discrimination, Harassment, and Retaliation

Unlawful Discrimination, Harassment, and Retaliation Policy for Students (BC Policy 6Hx2-5.22)

The Unlawful Discrimination, Harassment, and Retaliation Policy for Students was developed to uphold laws protecting students against discrimination of all types:

Broward College recognizes its obligation to work towards a community in which diversity is valued and equal access to educational opportunities are provided free from discrimination, and unlawful harassment and retaliation in accordance with federal, state and local laws.

The Campus Provost/Center Director, working in close consultation with the Vice President for Student Affairs and Enrollment Management, and the Equity Office in Human Resources shall investigate formal and informal complaints according to the College policies and procedures. Campus Provost/Center Director have the administrative responsibility to ensure that the College adheres to the College's policies prohibiting discrimination, harassment, and retaliation.

For more detailed information about Unlawful Discrimination, Harassment, and Retaliation Policy and Procedure (BC Policy 6Hx2-5.22) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol522.pdf>.

Complaint Process for Students for Non-Instructional Issues

Complaint Process (BC Policy 6Hx2-5.23)

The Complaint Policy assures rapid resolution of conflicts between students and faculty:

Broward College encourages a fair review of student non-instructional complaints. The policy supports the College mission to empower students with the critical thinking and problem-solving skills, global perspective, clarified values, and creativity that will enable them to make moral choices and ethical decisions in all aspects of their lives.

For more detailed information about Complaint Process for Students for Non-Instructional Issues Policy and Procedure (BC Policy 6Hx2-5.23) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol523.pdf>.

HIV/AIDS

HIV/AIDS (BC Policy 6Hx2-5.16)

The HIV/AIDS policy assures compliance with the Americans with Disabilities Act of 1990:

The Americans with Disabilities Act of 1990, Section #504 of the Federal Rehabilitation Act of 1973, and the Florida Educational Equity Act prohibit discrimination against persons with disabilities. Any student with HIV or AIDS may seek assistance from any Campus Disability Services Office. The following policy has been enacted pursuant to Florida Statutes 240.3191, 240.3192, and 240.3193.

In recognition of human immunodeficiency virus (HIV) infection and acquired immune deficiency syndrome (AIDS), the campus Student Life offices will coordinate a program consisting of education, prevention, activities, and counseling services. No student will be denied admission to the College on the basis that he/she has HIV.

For more detailed information about HIV/AIDS Policy and Procedure (BC Policy 6Hx2-5.16) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol516.pdf>

Computer Usage

College Network and Software Usage BC Policy 6Hx2-8.01)

The College Network and Software Usage policy protects against unlawful use of BC computers:

BC provides all of its students with College Network and Internet access so that they can obtain up-to-date information useful for their advancement in academics. Inappropriate College Network and Internet usage will result in the loss of network access and possible disciplinary actions. With the exception of academic reasons, BC prohibits students from using the Internet to intentionally visit sites that are pornographic, sexually explicit, racially or ethnically biased or harassing or offensive in any way, either in graphic or text form. BC reserves the right to monitor any and all network activities including Internet access.

Only authorized BC employees or vendors will install software on College computers. Computers and hardware devices that are designated as part of a curriculum may be modified by students enrolled in the associated courses as required by the curriculum.

In addition, all software and files downloaded from non-BC sources via the Internet should be screened with BC approved virus detection software and students should not open e-mail attachments with .exe, .vbs, or .com extensions.

For more detailed information about Computer Usage Policy and Procedure (BC Policy 6Hx2-8.01) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/pol801.pdf>.

E-mail Usage

College Communication Via E-mail (BC Policy 6Hx2-8.03)

The College Communication to Students Via E-mail protects against inappropriate use of the e-mail system:

The College has a right to send communications to students via their assigned College e-mail address and the right to expect that those communications will be received and read in a timely fashion. Inappropriate use of the e-mail system may result in immediate loss of e-mail privileges and possible disciplinary actions. Students are expected to regularly check their BC e-mail account to ensure they are kept up to date on official college correspondence. Students who maintain personal e-mail accounts outside of BC may forward their BC e-mail to these accounts. Students shall not use e-mail to transmit messages that contain remarks, images, or content that can be considered defamatory, offensive, harassing, disruptive, derogatory, racial, or ethnic slurs or pornographic comments or images or to transmit chain

letters. Student e-mail is deleted only when the student has not registered for any classes for two consecutive major semesters (i.e., fall and winter).

For more detailed information about E-mail Usage Policy and Procedure (BC Policy B6Hx2-8.03) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/pol803.pdf>.

How to activate your BC e-mail address:

Only current students will be provided with a BC e-mail account. Log onto my BC/SOS
Login: www.broward.edu

1. Enter Login ID
2. Enter PIN
3. Select Personal tab
4. Select Student e-mail tab
5. Student must read the BC Student Computer Fair Use Guidelines and Agreement and accept the terms

Copyright Compliance

College Copyright Policy (BC Policy 6Hx2-8.05)

The College Copyright Policy provides information to ensure students at BC comply with all laws regarding copyright, and to act in good faith when using copyrighted materials to support education and research activities:

All BC students are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, and the Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted material includes text, music, videos, games, movies, and software.

For more detailed information about Copyright Compliance Policy and Procedure (BC Policy B6Hx2-8.05) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/pol805.pdf>.

Payment and Refund of Student Fees

Parking and Transportation Access Fee

All students, with the exception of the following, will be assessed a parking and transportation access fee as part of their schedule which will allow them to receive a parking sticker for use at any BC campus or center for the term paid. The exceptions include:

- Students who receive the following 100% fee exemptions (Foster Child, High School Dual enrollee, Early Admission, Child of Deceased Fire Fighter, Homeless, India Program, Singapore Program, Child of Deceased Law Enforcement Personnel). These students are eligible to receive a parking sticker.
- Students who only attend the Weston or Pines Centers
- Institute of Public Safety Trust Fund Students
- Continuing Ed (non-credit) WHC students (pay at the city garage kiosk)
- Health Science students who receive their training at the hospital

If you can demonstrate that you do not use Broward College facilities at any campus or center, and you do not fall into any of the categories above, you can submit a Parking and Transportation Access Fee Appeals Form to any Registration Office prior to registering for classes. Your appeal form will be reviewed and, if approved, entered into the system and the parking and transportation access fee will not be reflected in your registration fees and you will not be eligible for a parking sticker. The deadline for submitting the appeal form is the last day for a 100% refund date. If you have any questions, please call your campus Safety Office.

Cashier's Office and Financial Services via the Web

Students may pay tuition and fees and obtain financial information from either a campus Cashier's Office or the Broward College website at www.broward.edu, under PAYMENT, students may access the following options:

- Pay by credit card
- Instructions to pay by mail
- Information regarding a student's tuition and fees for a specific term including the fee payment due date
- 1098T tax information including duplicate forms for current and prior years and answers to frequently asked questions
- View and change 1098T tax form delivery method
- View and accept Florida Prepaid College Program coverage
- View and print copies of payment receipts
- View pending and issued refunds
- View tuition and payment details for a specific term
- View financial aid awards, disbursements, and how the award was applied to tuition, fees, books, and outstanding debt payments for a specific term

Fees must be paid by the assigned fee payment due date. At the time of class payment, the student will be required to pay any obligations such as library fines and parking fines or receivables in full.

Payment can be made with cash, credit card (VISA, MasterCard, Discover, and American Express), debit card, and check or money order payable to Broward College.

There are three ways to remit payment:

- By credit card on the web
- By check or money order mailed to the Willis Holcombe Center Cashier's Office (see check information below)
- By cash, check, money order, debit card or credit card in person at a campus Cashier's Office. The authorized user must be present for credit card and debit card payments.

Detailed payment instructions are provided in the Schedule of Classes and on BC's home page at www.broward.edu.

Checks and money orders for payment of student fees must be made payable to Broward College and include the student's identification number. Checks will be converted to ACH transactions. Checks and money orders must be drawn on a U.S. bank in U.S. (\$) dollars. Payments in non-U.S. funds or drawn on non-U.S. banks will be returned unprocessed. Counter (starter) checks are not accepted.

Checks and money orders may be mailed to:
Broward College
Willis Holcombe Center
Cashier's Office Bldg. 33, Room 108
225 E Las Olas Blvd
Fort Lauderdale, FL 33301

To read the complete student fees, charges and refunds policy (Policy 6x2-6.13), acceptance of credit card payment policy (Policy 6x2-6.28), and collection of funds owed to the college policy (Policy 6x2-6.16), visit www.broward.edu/polprocman. Additional information may also be available in the college catalog.

Students are required to maintain current address information with the College.

Address information can be updated via the web or at your campus Admission's Office. For office hours and additional information, contact your campus Cashier's Office at:

Central Campus	201-6545
North Campus	201-2210
South Campus	201-8830
Willis Holcombe Center	201-7508
Pines Center	201-3607

Payment of Student Accounts Due to the College

In accordance with Florida Statute 1010.03 the College is authorized to restrict the release of transcripts, the awarding of diplomas and access to other resources and services of the College.

When a receivable balance or obligation balance is due, a financial hold is immediately generated on the student or individual. This financial hold may prevent the release of transcripts, grades, enrollment certificates, prevent graduation and block registration. The financial hold will remain until all debt is paid in full. If an account is sent to a collection agency the debtor is responsible for all collection costs associated with the debt.

Returned Check Policy

A returned check is a check that is not honored when presented for payment and is returned to the College by the drawer for insufficient funds, closed account or any other reason. The College does not redeposit paper checks. Check payments converted to ACH are redeposited and the maker of the check may incur additional fees associated with the redeposit. The check is returned to the Credit and Collections department for collection.

In accordance with Florida Statute 832.07 the College is authorized to bill the individual for the original amount of the check in addition to a check fine and bank fee. If the account is sent to a collection agency, the individual will be responsible for all collection costs. In the event of legal action for recovery, the maker or drawer may be additionally liable for court costs and reasonable attorney fees as prescribed by law.

Credit Card Chargeback Policy

Dishonored credit card amounts for tuition and fees will result in the student or individual being obligated and billed for all fees due. The student will be blocked from making future payments by credit card when chargebacks occur.

Refunds of Student Fees

A one hundred percent (100%) refund of tuition and out-of-state fees and all other special fees categorized as refundable shall be made when official drop notification is received and approved prior to the end of the College's published drop/add period for those courses that are 8 weeks or longer. For courses less than 8 weeks in length, the last day to drop and receive a full refund will be the same as the continuing education course refund procedure described below.

Fees categorized as refundable are tuition, out-of-state fees, other fees (financial aid fee, capital improvement fee, student activity, service fee and technology fee) and laboratory fees or special fees associated with a class. Refer to policy and procedure 6x2-6.13 and A6x2-6.13 for additional student fee information.

Refunds will be processed approximately two weeks after the final drop/add date for each session through an automated process. Students do not have to contact the Cashier's

Office to receive their refund. It is the responsibility of the student to drop classes on the Web or through the Registration Office within the 100% refund period.

The refund may be issued in the form of a check or credit card refund depending on how the schedule was paid. A schedule that is paid with cash, check, money order or debit card will be refunded in the form of a check. A schedule that was paid with a credit card will be refunded to the credit card. Those students whose classes were paid with financial aid may receive a check refund pending a review of the student's continued eligibility after the drop of classes by the Office of Student Financial Services. Any outstanding debt owed by the student will be paid prior to the student receiving a class refund.

Refunds for Continuing Education Courses

A 100% refund for continuing education courses shall occur up to the date of the first class for those classes meeting only once. A 100% refund for continuing education courses may occur up to the second class period for those classes meeting more than once.

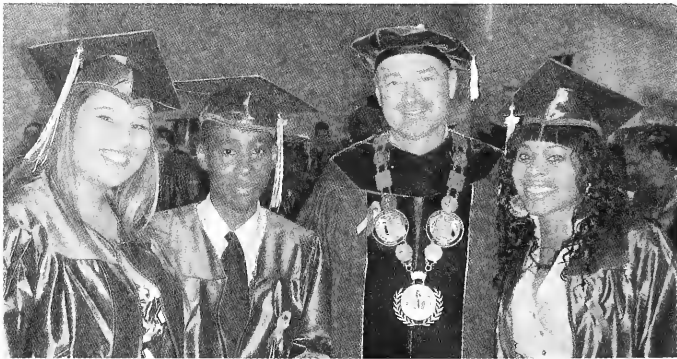
Refunds Due to Extenuating Circumstances

When a student is required to withdraw from all courses because of documented circumstances determined by the College to be exceptional and beyond the control of the student, and the student's petition is received by the College after the official drop period but prior to the withdrawal date of the subsequent major term, a 100% refund may be approved. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, and other emergency circumstances or extraordinary situations. The Campus Provost may consider petitions for refunds outside the specified time frames.

Students have the responsibility to learn and comply with prerequisites and co-requisites of courses for which they register. Refunds will not be given when students are not in compliance and do not drop such courses by the College's official drop period.

The Federal Return of Title IV Funds policy applies to any student who has withdrawn from all BC classes in a term for which he/she is receiving any form of Title IV aid (Pell Grant, Supplemental Grant, Stafford Subsidized and Unsubsidized Loans).

The Office of Student Financial Services will use the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has received more aid than he or she is entitled to, based on the date of withdrawal of classes, federal law requires that the student must repay the College within 45 days of notification or lose eligibility for future federal aid payments. For copies of the complete policy on the Return of Title IV aid, please go to your campus Student Financial Services Office.



Academic Policies

BC reserves the right to amend policies and procedures at any time. For the most current version of the following policies, please check online at www.broward.edu/PolicyAndProcedure/

College Transfer Guarantee

The College Transfer Guarantee assures that students with an Associate in Arts degree are guaranteed specific transfer rights to other state colleges and universities:

Students who graduate from Florida colleges with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

- Admission to one of the eleven state universities, except to limited access programs.
- Acceptance of at least 60 semester hours by the state universities.
- Adherence to the university requirements and policies, based on the catalog in effect at the time the student first enters a college, provided the student maintains continuous enrollment.
- Transfer of equivalent courses under the Statewide Course Numbering System.
- Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, International Baccalaureate, and AICE).
- No additional General Education Core requirements.
- Advance knowledge of selection criteria for limited access programs.
- Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right to appeal in writing to the Vice President for Student Affairs at BC. Each state university and college shall make available established appeal procedures through the respective articulation officers.

Class attendance policy

Class attendance policy (BC Policy 6Hx2-4.18)

The Class Attendance Policy outlines rules for class attendance:

It is a student's responsibility to attend classes to ensure they are properly enrolled. Starting fall 2007, faculty will report student non-attendance. If they stop attending class prior to the withdrawal date, they will be administratively withdrawn from class and receive a W or, if it is their third attempt, an F. If a student stops attending class after the withdrawal date, they will receive a WF that will then be computed as an F in their GPA. For financial aid and veteran benefit recipients, this will affect the amount of the award. For international students, this will affect their full-time F-1 status requirement. For further information, visit www.broward.edu/sfs or call 201-7623.

The College believes that class attendance plays a major role in the teaching/learning process and, therefore, expects students to attend classes regularly and on time. Exceptions to this policy are set forth below.

Faculty Responsibilities

It is the responsibility of each faculty member to formulate an attendance policy for the courses he/she teaches and to ensure that this policy is communicated in writing in the course syllabus within the first week of class meetings. Members of the College's staff are expected to exercise good judgment in the formulation, implementation, and application of their policies.

Non-Class Days

Should unanticipated circumstances that are beyond anyone's control or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each faculty member shall determine how best to make up the lost class time.

Non-Penalized Absences

There shall be no penalty for a student who is absent from academic activities because of religious holy day observances in his/her own faith, the student's serious illness, a death in the immediate family, or attendance to statutory governmental responsibilities.

Student Responsibilities Relative to Non-Penalized Absences

A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. "Death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents, or grandchildren. "Statutory governmental responsibilities" refer to such matters as jury duty, subpoena for court appearance, or unplanned military obligation. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. Documentation for non-penalized absences shall be presented by the student should the faculty member request it. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any work or test missed for non-penalized absences.

Extenuating Circumstances

Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made, then the student may seek an alternate class, where applicable, that accommodates his/her requirements.

Excessive Absences

Excessive absences from any course, regardless of the reason, may result in withdrawal of the student from the course and/or necessitate that the student repeat the course.

Classes with Special Instructional Requirements

Attendance requirements shall conform to applicable accreditation standards, licensure requirements, or other instructional requirements. Although the make up of laboratory or clinical classes may not be possible, non-punitive provisions will be made for absences caused by serious illness, religious observances, or other approved reasons. These provisions may include giving a student a W or I grade.

Appeals

A student may appeal a Faculty member's attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in Broward College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Grades and Grade Appeal Process

Grades and grade appeal process (BC Policy 6Hx2-4.19)

The Grades and Grades Appeal Process Policy establishes a mechanism for students to challenge a grade:

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, limits

the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100 percent refund deadline.

Total Attempts College-Level Courses

A student may have only three attempts per course, including the original grade, repeat grades, withdrawals, and audits declared after the end of the drop/add period. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances. The total attempts limitation, however, does not apply to repeatable courses, such as music, choir, etc., that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

Total Attempts - College-Preparatory Courses

A student may not enroll for more than three attempts in each college-preparatory course. A student who withdraws from a college-preparatory course under major extenuating circumstances may be granted an exception through petition to the Academic Standards Committee. A college preparatory student, who is required to be certified as completing competency-based college preparatory instruction, may not enroll as an audit student.

Faculty Grading Policy

Each Faculty member shall communicate in writing in clear detail his/her grading policy within the first week of class meetings of each course. The policy shall be included in the syllabus for the course. The elements to be considered in calculating the student's course grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. Any appeal on the grade shall be considered against the background and the standard as set forth in the Faculty member's grading policy.

Final Grades and Records

Final grades for each term are recorded and preserved. Reports are submitted to students at the close of term. Grade point averages for graduation and honors are calculated only on college level academic work and include all work attempted at all colleges.

The following grades are used to calculate the grade point average:

Grades		Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0

The following grades, however, do not affect the grade point average:

Grades		Points	Grades		Points
I	Incomplete	0	NG	No Grade Assigned	0
W	Official Withdrawal	0	NR	Grade Not Received	0
X	Audit	0	S	Satisfactory	0
XW	Audit Withdrawal	0	U	Unsatisfactory	0
			NC	Non-Credit Course	0

Non-Punitive Grades: Grades which do not affect the grade point average are awarded under the following circumstances.

I Incomplete

An I grade may be given in courses where a student in good standing and with documented extenuating circumstances has not completed the required course work by the end of the term. The student should make arrangements to have the I changed to a final

grade by the Instructor (by the agreed upon date) during the next full semester (summer terms are not considered in this time limit). If no change is initiated during the next full term, the I will automatically become an F on the student's permanent record. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and final GPA calculated.

W Official Withdrawal

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, requires colleges to adhere to the following procedures relating to the awarding of a W for a student withdrawal from a course.

1. The student may withdraw without academic penalty from any course by the midpoint in the semester.
2. The student will be permitted a maximum of two withdrawals per course.
3. Upon the third attempt, the student will not be permitted to withdraw and will receive an A, B, C, D, or F grade for that course.

X and XW Audit

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements of the course and, if the Faculty member desires, in-class requirements. No grade will be assigned and no credit will be awarded; however, an audit will count as an attempt if such enrollment status is declared after the end of the drop/add period. The transcript will indicate a course was audited by listing an X grade, but an XW indicating withdrawal may be given the student at the discretion of a Faculty member for failure to adhere to attendance or in-class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit. The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction, may not be enrolled as audit students.

NC Non-Credit Course

The NC is assigned automatically for any zero credit hour course. NC is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

NG No Grade Assigned

The NG is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses as well as designated Health Sciences and continuing education classes.

NR No Grade Reported

The NR is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

S and U Satisfactory and Unsatisfactory

The S and U grades are used only for those courses that have received prior approval through the curriculum review process to award the Satisfactory/Unsatisfactory grades.

Forgiveness

In accordance with Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a D or F grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student's record only for the purpose of calculating grade point average. The

original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

Withdrawal Under Exceptional Circumstances

When a student is required to withdraw from a course after the official drop period, but prior to the midterm date, because of circumstances determined by the College to be exceptional and beyond the control of the student, a 100 percent refund may be approved by the Provost of the campus, the Downtown Center Administrator, or the Provost of the Center for Health Sciences Education, where the student is enrolled. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, or other emergency circumstances or extraordinary situations.

Grade Appeal Process

The Grade Appeal Processes apply to final course grades and grades received as a result of academic dishonesty. The appeal processes described in Procedure 6Hx2-4.19 provide procedural due process to students.

Grounds for Using the Grade Appeal Process

Any appeal of a course grade shall be considered in comparison with the standards in the Faculty member's grading policy. Each Faculty member shall communicate in clear, detailed written form his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student's grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. The student's appeal shall be based upon a complaint of inequitable treatment that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student.

The appeal shall be based upon the student's claim that academic dishonesty did not occur. The academic sanction imposed by the Faculty member and stipulated in the course syllabus may not be appealed.

Preliminary Action: Resolution with the Faculty Member. If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the Faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process. If the student is uncomfortable with approaching the Faculty member, the Associate Dean may arrange the meeting between the student and the Faculty member.

Either the Faculty member or the student may request the Associate Dean or other college official to be present. If the resolution results in a grade change, then the Faculty member shall initiate said change no later than five working days of the meeting.

Should the Faculty member no longer be in the College's employ and/or be unreachable by any means when the student files a grade appeal, then the student may initiate this process with the Associate Dean.

If the student is dissatisfied with the Faculty member's decision, then the student may begin the three-step Grade Appeal Process as outlined below. The purpose of this process is to determine whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the Broward College Policy Manual, in the Broward College Faculty Staff Handbook, and in the Faculty member's grading policy as transmitted to the student.

At any step, if the student and the Faculty member can resolve the issue, the Appeal Process is concluded. Deviations from the time frames stipulated in the formal Grade Appeal Process must be agreed to by both the student and the Faculty member.

Adjunct faculty may request the assistance of a full-time faculty mentor during the appeal process.

Step 1: Submission of Documents. The student will obtain a Grade Appeal Request Package from the Student Affairs Office or the Associate Dean. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal as soon after receiving his/her final grades as possible, but no later than within three weeks after the start of the next term. The process begins with the student submitting the Grade Appeal Request Package to the Faculty member via the Associate Dean. In the absence of extraordinary circumstances, failure to complete the Grade Appeal Request Package in the designated time period will end the student's right to appeal. Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. All appropriate funds will be refunded to them.

Step 2: Mediation by Associate Dean. The Associate Dean will have five working days to set a date acceptable to all parties for a mediation session. This mediation session shall be within ten working days of the receipt of the Grade Appeal Request Package from the student as a result of Step 1.

If the Instructor is also an Associate Dean, the Dean of Academic Affairs will designate another Associate Dean to conduct the mediation. Following the mediation session, the Associate Dean will reply in writing to the student as to whether the request is either 'granted' or 'denied.' If the Faculty member has declined to change the recorded grade, the Associate Dean will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus Grade Appeals Committee.

Step 3: A Hearing Before the Campus/Center Grade Appeals Committee. If the student is dissatisfied with the results of the Academic Dean's mediation, he/she may notify the Campus Academic Dean within five working days of the Associate Dean's response from Step 2. The Associate Dean will forward the Grade Appeal Request Package to the Campus Academic Dean/Center administrator. The Campus Academic Dean will submit the Grade Appeal Request Package to the Campus Appeals Committee.

The membership of the Campus Grade Appeals Committee will be chosen from a resource pool of faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean and the Faculty Senate President. The Campus Academic Dean will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas.

The Campus Grade Appeals Committee will meet on an as-needed basis. The Committee will have three weeks from the time the Grade Appeal Request Package is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and will distribute all necessary documentation.

The Campus Grade Appeals Committee will review the Grade Appeal Request Package. It will consider whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the Broward College Policy Manual, in the Broward College Faculty/Staff Handbook, and in the course syllabus. The student and Faculty member will be advised of the Campus/Center Grade Appeals Committee's decision by the Academic Dean within five working days of the hearing. The decision of the Campus Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

Grade Appeal Process For Academic Dishonesty

The students, Faculty, administration and staff at Broward College value academic honesty as the foundation of the teaching and learning process and are committed to cultivating an

environment whereby personal and professional responsibility and accountability are central to all operations.

Breaches of the College's Student Code of Conduct pertaining to academic dishonesty (A6Hx2-5.02) may result in academic penalties at the discretion of the instructor and referral for disciplinary action through student affairs. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Limited access programs, such as health sciences, may outline in program handbooks the sanctions for academic dishonesty which may include dismissal from the program.

Each Faculty member shall communicate in writing a statement on the consequences of academic dishonesty within the first week of the course. In addition to any academic penalties imposed by the Faculty member, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

Preliminary Action: Resolution with the Faculty Member. If a student thinks that he/she has been unfairly accused of academic dishonesty, the student shall meet or communicate with the Faculty member within five working days of the accusation in an attempt to settle the matter. If the student is uncomfortable with approaching the Faculty member, the Associate Dean may arrange and attend the meeting between the student and the faculty member.

If the resolution cannot be reached between the Faculty member and student, the student may begin the three-step formal Grade Appeal Process for Academic Dishonesty as outlined below. The purpose of this process is to determine whether or not there is sufficient evidence to uphold the student's assertion of innocence.

Should the Faculty member no longer be in the College's employ and/or be unreachable by any means when the student files an appeal, then the student may initiate this process with the Associate Dean. At any step, if the student and the Faculty member agree to a resolution of the issue, the appeal process is concluded. Deviations from the time frames stipulated in the Grade Appeal Process for Academic Dishonesty must be agreed to by both the student and the Faculty member.

Adjunct faculty may request the assistance of a full-time Faculty mentor during the appeal process.

Step 1: Submission of Documents. The student will obtain a Grade Appeal for Academic Dishonesty Request Package from the Student Affairs Office or the Associate Dean's Office. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal no later than five working days after meeting with the Faculty member.

The process begins with the student submitting the Grade Appeal for Academic Dishonesty Request Package to the Faculty member through the Associate Dean. In the absence of extraordinary circumstances, failure to complete the Grade Appeal for Academic Dishonesty Request Package during the designated time period will end the student's right to appeal.

Students will be allowed to continue attending the class during the appeal process. Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. Any tuition and fees paid for classes from which the student is withdrawn subsequent to this provision will be refunded to them.

Step 2: Mediation by Associate Dean. The Associate Dean will have five working days to set a date acceptable to all parties for a mediation session. The Faculty member will submit in writing all relevant documentation to the Associate Dean prior to the mediation session. This mediation session shall be within ten working days of the receipt of the Grade Appeal for Academic Dishonesty Request Package from the student as a result of Step 1.

Following the mediation session, the Associate Dean will submit in writing to the student the outcome of the mediation session. If the Faculty member has declined to rescind the allegation of academic dishonesty, the Associate Dean will convey the Faculty member's

rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus Grade Appeals Committee.

Step 3: A Hearing Before the Campus/Center Grade Appeals Committee. If the student is dissatisfied with the results of the Associate Dean's mediation, he/she may notify the Campus Academic Dean within five working days of receiving the Associate Dean's response from Step 2. The Associate Dean will forward the Grade Appeal for Academic Dishonesty Request Package to the Campus Academic Dean. The Campus Academic Dean will submit the Grade Appeal for Academic Dishonesty Request Package to the Campus Grade Appeals Committee.

The membership of the Campus Grade Appeals Committee will be chosen from a resource pool of Faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean and the Faculty Senate President. The Campus Academic Dean will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas.

The CampusCenter Grade Appeals Committee will meet on an as-needed basis. The Committee will have ten working days from the time the Grade Appeal for Academic Dishonesty Request Package is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and will distribute all necessary documentation.

The Campus Grade Appeals Committee will review the Grade Appeal for Academic Dishonesty Request Package and will consider whether or not there is sufficient evidence to support the student's claim of innocence as it relates to academic dishonesty. The student and the Faculty member will be advised in writing of the committee's decision by the Academic Dean within five working days of the hearing. The decision of the Campus Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

Religious Observances

Religious observances (BC Policy 6Hx2-4.20)

The Religious Observance policy assures the right and freedom of religious choice on campus:

Broward College values the right and freedom of religious choice by all individuals. Accordingly, the College will seek not to schedule major college events, such as major class assignments, major examinations, and official ceremonies, on major religious holidays whenever practicable. Reasonable alternatives shall be provided for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments, and participation in official ceremonies.

Students may seek redress when they believe they have been unreasonably denied educational benefits because of their religious beliefs or practices by College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Students shall notify instructors in advance of absences to observe religious holy days in their own faith, and shall be excused from such absences without penalty. However, if non-penalized absences occur on the first day of class, students shall notify their instructors of the reasons for their absences at the next class meeting. Students shall be held responsible for material covered during their absences and shall be granted a reasonable time to make up any work or tests missed for non-penalized absences.

All absences shall be subject to the provisions of Broward College Policy 6Hx2-4.18, Class Attendance.

Class Schedule

Fall

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Spring

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

July - August 2008

August							Sa
Su	Mo	Tu	We	Th	Fr	Sa	Sa
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

26 Saturday

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27 Sunday

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28 Monday

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29 Tuesday

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30 Wednesday

31 Thursday

1 Friday

www.broward.edu

August 2008

August							Fr	Sa
Su	Mo	Tu	We	Th	Fr	Sa	1	2
3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29
30	31							

2 Saturday

3 Sunday

4 Monday

5 Tuesday

BROWARD COLLEGE PLANNER 2008-2009

"Imagination is more important than knowledge."
- Albert Einstein

Wednesday

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Thursday

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BROWARD COLLEGE PLANNER 2008-2009

August							Sa
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10	11	12	13	14	15	16	17
17	18	19	20	21	22	23	24
24	25	26	27	28	29	30	31

9 Saturday

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10 Sunday

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11 Monday

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12 Tuesday

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"If music be the food of love, play on."
- Shakespeare

13 Wednesday

14 Thursday

15 Friday

BROWARD COLLEGE PLANNER 2008-2009

August							Sa	Su
Su	Mo	Tu	We	Th	Fr	Sa	1	2
3	4	5	6	7	8	9	10	11
10	11	12	13	14	15	16	17	18
17	18	19	20	21	22	23	24	25
24	25	26	27	28	29	30	31	

16 Saturday

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17 Sunday

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18 Monday

Session I & II classes begin 8 a.m.

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19 Tuesday

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"The way to get started is to quit talking and begin doing."
- Walt Disney

20 Wednesday

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21 Thursday

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22 Friday

Weekend College Sessions I & II classes begin

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BROWARD COLLEGE PLANNER 2008-2009

August							Sa
Su	Mo	Tu	We	Th	Fr	Sa	
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10	11	12	13	14	15	16	9
17	18	19	20	21	22	23	10
24	25	26	27	28	29	30	11
31							12

23 Saturday

24 Sunday

25 Monday

Sessions I & II last day to drop & last day for 100% refund

Weekend College Sessions I & II last day to drop & last day for 100% refund

26 Tuesday

BROWARD COLLEGE PLANNER 2008-2009

"Obstacles are those frightful things you see when you take your eyes off the goal."
- Henry Ford

7 Wednesday

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BROWARD COLLEGE PLANNER 2008-2009

28 Thursday

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29 Friday

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August - September 2008

September						
Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

30 Saturday

31 Sunday

1 Monday

Labor Day No classes day or evening

2 Tuesday

"I skate where the puck is going to be, not where it has been."
- Wayne Gretzky

3 Wednesday

4 Thursday

5 Friday

BROWARD COLLEGE PLANNER 2008-2009

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

6 Saturday

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7 Sunday

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8 Monday

Session III classes begin 8 a.m.

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9 Tuesday

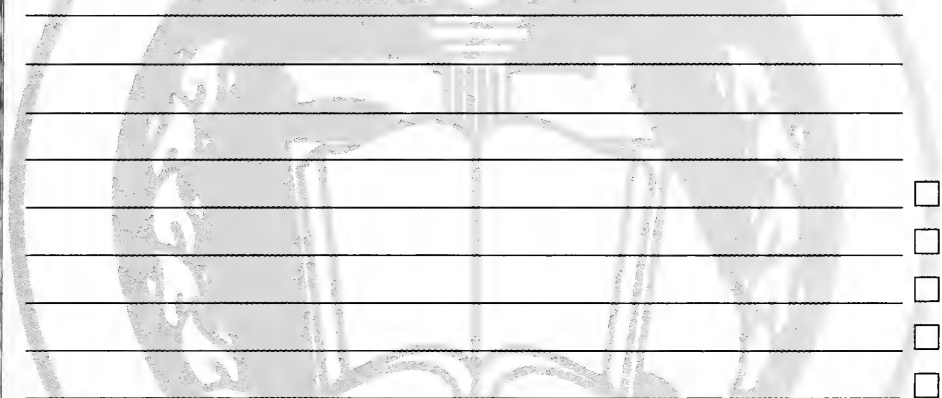
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**"When you come to a fork in the road, take it."
- Yoqi Berra**

10 Wednesday

[illegible]

11 Thursday



12 Friday

Weekend College Session III classes begin

Session II Midterms

[illegible]**BROWARD COLLEGE PLANNER 2008-2009**

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"We may affirm absolutely that nothing great in the world has been accomplished without passion." - Hegel

17 Wednesday

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19 Friday

Session II last day to withdraw from any class, or change from credit to audit

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September						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



FLORIDA

"The life which is unexamined is not worth living."
- Socrates

24 Wednesday

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25 Thursday

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26 Friday

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BROWARD COLLEGE PLANNER 2008-2009

Su	Mo	Tu	We	Th	Fr	Sa
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	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

[illegible]

**"Live as if you were to die tomorrow. Learn as if you were to live forever."
- M.K. Gandhi**

1 Wednesday

2 Thursday

3 Friday

BROWARD COLLEGE PLANNER 2008-2009

October 2008

October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Saturday

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5 Sunday

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6 Monday

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7 Tuesday

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BROWARD COLLEGE PLANNER 2008-2009

"What you get by achieving your goals is not as important as what you become by achieving your goals." - Zig Ziglar

8 Wednesday

Fall Holiday no evening classes

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9 Thursday

Fall Holiday no classes day or evening

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10 Friday

Session II last day of classes

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BROWARD COLLEGE PLANNER 2008-2009

October						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

11 Saturday

12 Sunday

13 Monday

14 Tuesday

Session I Midterms

"You've got to be honest; if you can fake that, you've got it made."
- George Burns

15 Wednesday

Session IV classes begin 8 a.m.

16 Thursday

17 Friday

Weekend College Sessions IV classes begin

BROWARD COLLEGE PLANNER 2008-2009

October 2008

October						
Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18 Saturday

19 Sunday

20 Monday

Session III Midterms

21 Tuesday

Session IV last day to drop & last day for 100% refund

Weekend College Session IV last day to drop & last day for 100% refund

BROWARD COLLEGE PLANNER 2008-2009

"When a friend is in trouble, don't annoy him by asking if there is anything you can do.
Think up something appropriate and do it." - Edgar Watson Howe

22 Wednesday

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23 Thursday

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24 Friday

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October 2008

October						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

25 Saturday

26 Sunday

27 Monday

Session I last day to withdraw from any class, or to change from credit to audit

28 Tuesday

BROWARD COLLEGE PLANNER 2008-2009

"Don't walk in front of me, I may not follow; Don't walk behind me, I may not lead;
Walk beside me, and just be my friend." - Albert Camus

29 Wednesday

Session III last day to withdraw from any class, or to change from credit to audit

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30 Thursday

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31 Friday

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BROWARD COLLEGE PLANNER 2008-2009

November 2008

November							Sa
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9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30		

1 Saturday

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2 Sunday

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4 Tuesday

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BROWARD COLLEGE PLANNER 2008-2009

'Whether you think you can or whether you think you can't, you're right.'
- Henry Ford

BROWARD COLLEGE PLANNER 2008-2009

5 Wednesday

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6 Thursday

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7 Friday

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BROWARD COLLEGE PLANNER 2008-2009

8 Saturday

9 Sunday

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10 Monday

[illegible]

11 Tuesday

Veterans Day no classes day or evening

[illegible]

"You see things; and you say 'Why?' But I dream things that never were; and I say
'Why not?'" - George Bernard Shaw

12 Wednesday

Session IV Midterms

13 Thursday

14 Friday

BROWARD COLLEGE PLANNER 2008-2009

BROWARD COLLEGE PLANNER 2008-2009

[illegible]

"Never look down on anybody unless you're helping him up."
- Jesse Jackson

19 Wednesday

Session IV last day to withdraw from any class, or to change from credit to audit

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20 Thursday

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21 Friday

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November							1
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23	24	25	26	27	28	29	(
30							(

22 Saturday

23 Sunday

24 Monday

25 Tuesday

"To be yourself in a world that is constantly trying to make you something else is the greatest accomplishment." - Ralph Waldo Emerson

26 Wednesday

Thanksgiving no evening classes

27 Thursday

Thanksgiving no classes day or evening

28 Friday

Thanksgiving no classes day or evening

BROWARD COLLEGE PLANNER 2008-2009

November - December 2008

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29 Saturday

Thanksgiving no classes day or evening

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30 Sunday

Thanksgiving no classes day or evening

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1 Monday

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2 Tuesday

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"A bird doesn't sing because it has an answer, it sings because it has a song."
- Maya Angelou

3 Wednesday

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4 Thursday

Session III last day of classes

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5 Friday

Session I final exams Dec. 5-11

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December 2008

December						
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6 Saturday

7 Sunday

8 Monday

9 Tuesday

BROWARD COLLEGE PLANNER 2008-2009

10 Wednesday

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11 Thursday

Session I final exams Dec. 5-11

Sessions I & IV last day of classes

[illegible]

12 Friday

Graduation

December 2008

December						
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

13 Saturday

14 Sunday

15 Monday

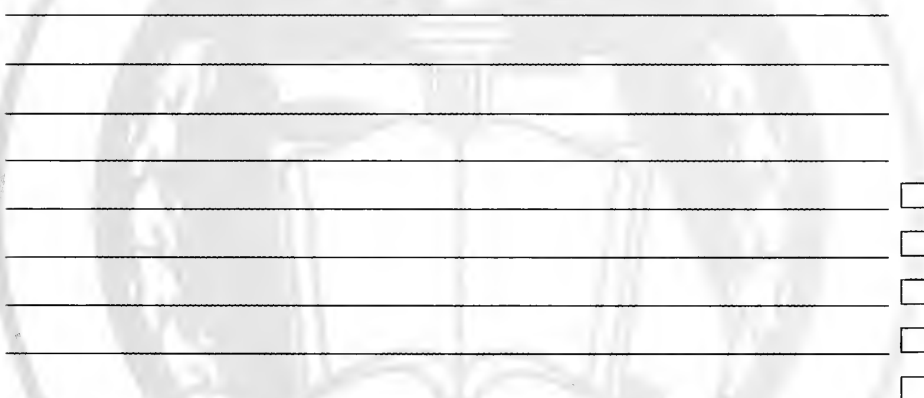
16 Tuesday

"Always listen to the experts. They'll tell you what can't be done and why.
Then do it." - Robert Heinlein

17 Wednesday

[illegible]

18 Thursday



19 Friday

[illegible]

December 2008

December						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

20 Saturday

21 Sunday

22 Monday

23 Tuesday

BROWARD COLLEGE PLANNER 2008-2009

"Don't let what you cannot do interfere with what you can do."
- John Wooden

24 Wednesday

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25 Thursday

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26 Friday

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January						
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25	26	27	28	29	30	31

FLORIDA

31 Wednesday

1 Thursday

2 Friday

www.broward.edu

Sessions I & II classes begin 8 a.m.

11

"A leader is a dealer in hope."
- Napoleon Bonaparte

7 Wednesday

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8 Thursday

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9 Friday

Sessions I & II weekend college begins

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January							Su	Mo	Tu	We	Th	Fr	Sa
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	18	19	20	21	22	23	24						
	25	26	27	28	29	30	31						

10 Saturday

11 Sunday

12 Monday

Sessions I & II last day for drop & last day for 100% refund

Sessions I & II weekend college last day for 100% refund

13 Tuesday

"The leadership instinct you are born with is the backbone. You develop the funny bone and the wishbone that go with it." - Elaine Agather

14 Wednesday

[illegible]

15 Thursday

[illegible]

16 Friday

[illegible]

17 Saturday

18 Sunday

19 Monday

Martin Luther King Jr.'s Birthday no classes day or evening

20 Tuesday

"The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint to keep from meddling with them while they do it." - Theodore Roosevelt

21 Wednesday

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22 Thursday

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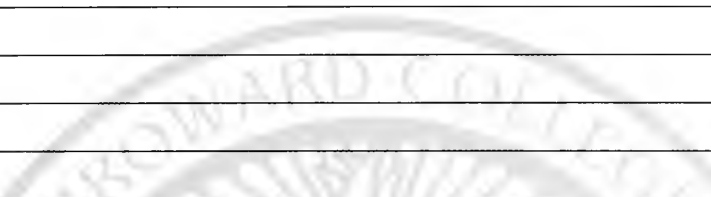
23 Friday

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January						
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SECRET

- Ross Perot



Session III last day for drop & last day for 100% refund



Session III weekend college classes begin

FLORIDA

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February						
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1 Sunday

2 Monday

Session II Midterms

3 Tuesday

Session III weekend college last day for 100% refund

4 Wednesday

5 Thursday

6 Friday

BROWARD COLLEGE PLANNER 2008-2009

7 Saturday

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8 Sunday

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9 Monday

Session II last day to withdraw from any class, or to change from credit to audit

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10 Tuesday

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“Smile, it enhances your face value.”
- Truvy (Dolly Parton) in ‘Steel Magnolias’

BROWARD COLLEGE PLANNER 2008-2009

11 Wednesday

12 Thursday

13 Friday

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"It's called thinking. Go with it."
- Meredith Grey

18 Wednesday

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19 Thursday

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20 Friday

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BROWARD COLLEGE PLANNER 2008-2009

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22	23	24	25	26	27	28

21 Saturday

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22 Sunday

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23 Monday

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24 Tuesday

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BROWARD COLLEGE PLANNER 2008-2009

"The more you praise and celebrate your life, the more there is in life to celebrate."
- Oprah Winfrey

25 Wednesday

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26 Thursday

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27 Friday

Session II last day of classes

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BROWARD COLLEGE PLANNER 2008-2009

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

28 Saturday

1 Sunday

2 Monday

Spring Break March 2-8

3 Tuesday

4 Wednesday

5 Thursday

6 Friday

BROWARD COLLEGE PLANNER 2008-2009

Spring Break March 2-5

Session 1 Midterms

"Life is my college. May I graduate well, and earn some honors."
- Louisa May Alcott

11 Wednesday

Session IV classes begin

12 Thursday

13 Friday

Session IV weekend college classes begin

March						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
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29	30	31				

14 Saturday

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15 Sunday

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16 Monday

Session III Midterms

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17 Tuesday

Session IV last day for drop & last day for 100% refund

Session IV weekend college last day for 100% refund

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18 Wednesday

19 Thursday

20 Friday

Professional Development Day no classes day or evening

BROWARD COLLEGE PLANNER 2008-2009

March						
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15	16	17	18	19	20	21
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29	30	31				

21 Saturday

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22 Sunday

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23 Monday

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24 Tuesday

Session I last day to withdraw from any class, or to change from credit to audit

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25 Wednesday

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Session III last day to withdraw from any class, or to change from credit to audit

FLORIDA

March - April 2009

April						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

28 Saturday

29 Sunday

30 Monday

31 Tuesday

BROWARD COLLEGE PLANNER 2008-2009

- John F. Kennedy

Wednesday

Thursday

Friday

BROWARD COLLEGE PLANNER 2008-2009

April						
Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30		

4 Saturday

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5 Sunday

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6 Monday

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7 Tuesday

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"You're not supposed to be so blind with patriotism that you can't face reality. Wrong is wrong, no matter who says it." - Malcolm X

8 Wednesday

Session IV Midterms

9 Thursday

10 Friday

BROWARD COLLEGE PLANNER 2008-2009

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
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11 Saturday

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12 Sunday

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13 Monday

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14 Tuesday

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"Life is like a box of chocolates... you never know what you're gonna get."
- Forrest Gump (Tom Hanks)

15 Wednesday

Session IV last day to withdraw from any class, or to change from credit to audit

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16 Thursday

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17 Friday

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BROWARD COLLEGE PLANNER 2008-2009

April						
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18 Saturday

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19 Sunday

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20 Monday

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21 Tuesday

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- Yiddish Proverb

22 Wednesday

23 Thursday

24 Friday

BROWARD COLLEGE PLANNER 2008-2009

Su	Mo	Tu	We	Th	Fr	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
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25 Saturday

26 Sunday

27 Monday

28 Tuesday

Session III last day of classes

Session I Finals April 28-May 5

29 Wednesday

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30 Thursday

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May							Sa
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2 Saturday

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3 Sunday

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4 Monday

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5 Tuesday

Sessions I & IV last day of classes

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"The most important things are the hardest to say, because words diminish them."
- Stephen King

6 Wednesday

Graduation

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7 Thursday

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8 Friday

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May							1	2
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17	18	19	20	21	22	23	24	25
24	25	26	27	28	29	30	31	

9 Saturday

10 Sunday

11 Monday

12 Tuesday

Sessions I & II classes begin 8 a.m.

BROWARD COLLEGE PLANNER 2008-2009

3 Wednesday

14 Thursday

15 Friday

Weekend College Sessions I & II classes begin

Sa	Mo	Tu	We	Th	Fr	Sa
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						2
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						30
						31

16 Saturday

17 Sunday

18 Monday

Sessions I & II last day for drop & last day for 100% refund

Weekend College Sessions I & II last day for drop & last day for 100% refund

19 Tuesday

BROWARD COLLEGE PLANNER 2008-2009

"Judge not by the eye but by the heart."
- Native American Proverb

20 Wednesday

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21 Thursday

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22 Friday

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Memorial Day no classes day or evening

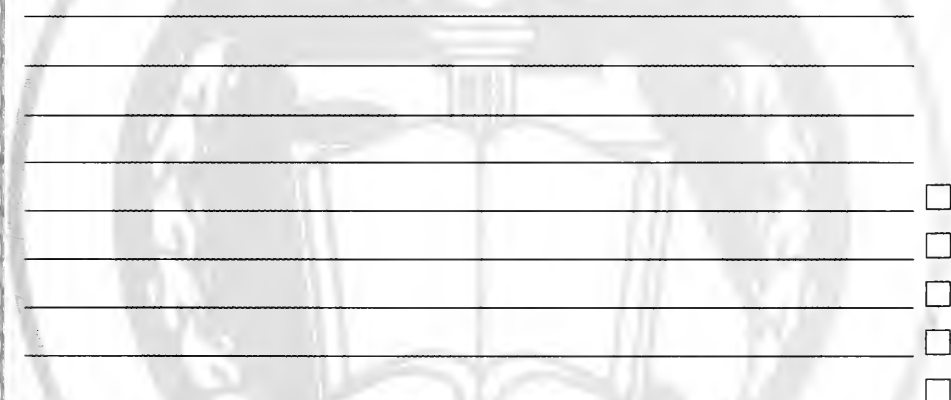
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"The biggest adventure you can ever take is to live the life of your dreams."
- Oprah Winfrey

27 Wednesday

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28 Thursday



29 Friday

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May - June 2009

June						
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21	22	23	24	25	26	27
28	29	30				

30 Saturday

31 Sunday

1 Monday

2 Tuesday

BROWARD COLLEGE PLANNER 2008-2009

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June						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

6 Saturday

7 Sunday

8 Monday

9 Tuesday

Session II last day to withdraw from any class, or to change from credit to audit

"The best place to find a helping hand is at the end of your own arm."
- Swedish Proverb

10 Wednesday

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11 Thursday

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12 Friday

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June						
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21	22	23	24	25	26	27
28	29	30				

13 Saturday

14 Sunday

15 Monday

16 Tuesday

"It's not whether you get knocked down, it's whether you get up."
- Vince Lombardi

17 Wednesday

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18 Thursday

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19 Friday

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June						
Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

20 Saturday

21 Sunday

22 Monday

23 Tuesday

24 Wednesday

Session I midterms

Session II last day of classes

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25 Thursday

Summer Break no classes day or evening

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26 Friday

Summer Break no classes day or evening

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June - July 2009

July						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 Saturday

28 Sunday

29 Monday

Session III classes begin 8 a.m.

30 Tuesday

"Kind words can be short and easy to speak, but their echoes are truly endless."
- Mother Teresa

BROWARD COLLEGE PLANNER 2008-2009

Wednesday

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Thursday

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Friday

Independence Day no classes day or evening

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July						
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26	27	28	29	30	31	

4 Saturday

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5 Sunday

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6 Monday

Session III last day for drop & last day for 100% refund

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7 Tuesday

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[illegible][illegible][illegible][illegible][illegible][illegible]

11 Saturday

13 Monday

Weekend College Session III last day for drop & last day for 100% refund



14 Tuesday

FLORIDA

5 Wednesday

6 Thursday

.7 Friday

BROWARD COLLEGE PLANNER 2008-2009

July						
Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30	31	

18 Saturday

19 Sunday

20 Monday

21 Tuesday

Session III midterms

- Ed from Ed, Edd, and Eddy.

22 Wednesday

23 Thursday

24 Friday

BROWARD COLLEGE PLANNER 2008-2009

July						
Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30	31	

25 Saturday

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26 Sunday

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27 Monday

Session III last day to withdraw from any class & last day to change from credit to audit

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28 Tuesday

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"The quality, not the longevity, of one's life is what is important."
- Martin Luther King

29 Wednesday

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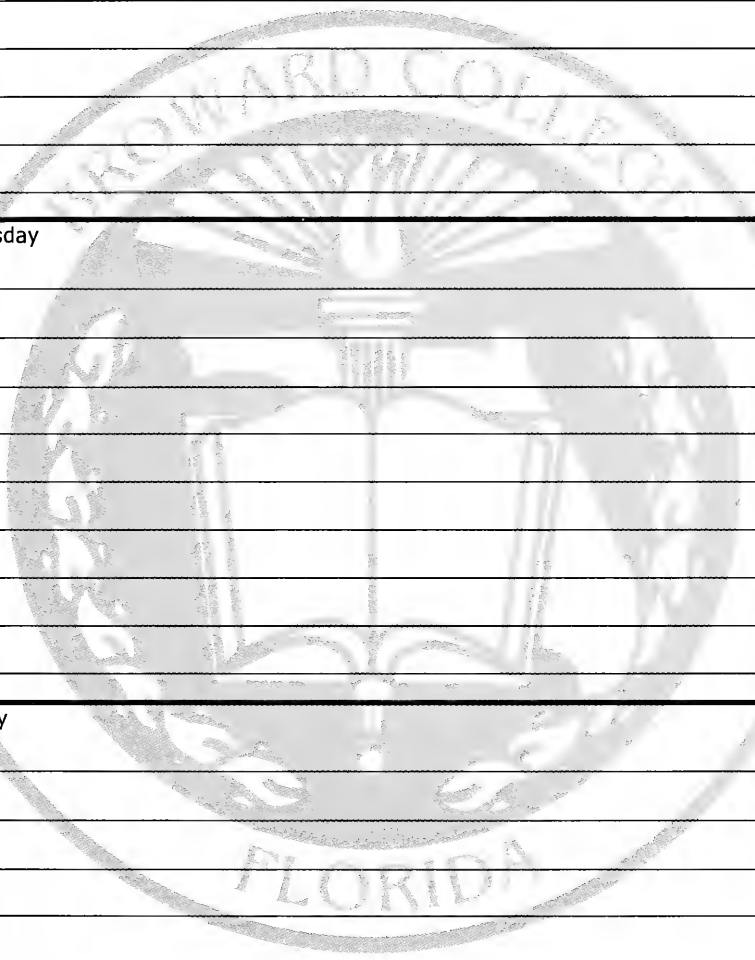
30 Thursday

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	<input type="checkbox"/>

31 Friday

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

BROWARD COLLEGE PLANNER 2008-2009



August 2009

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22
30	31					29

1 Saturday

2 Sunday

3 Monday

4 Tuesday

BROWARD COLLEGE PLANNER 2008-2009

"I don't know the key to success, but the key to failure is trying to please everybody."
- Bill Cosby

5 Wednesday

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

6 Thursday

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

7 Friday

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

Su	Mo	Tu	We	Th	Fr	Sa
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

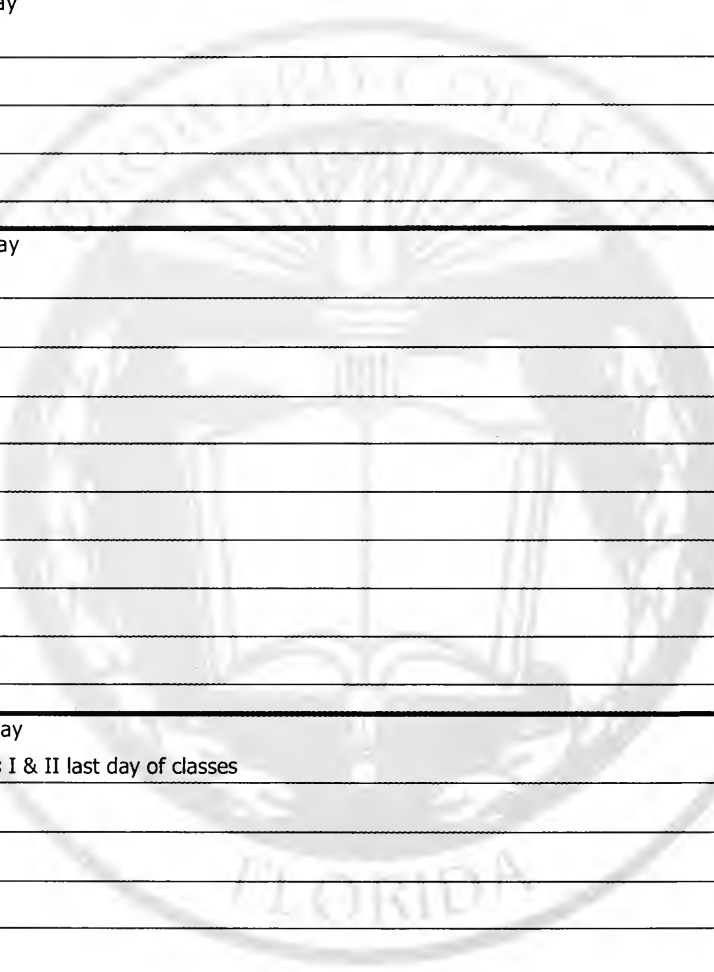
8 Saturday

9 Sunday

10 Monday

11 Tuesday

Sessions I & II last day of classes



"What is a friend? A single soul dwelling in two bodies."
- Aristotle

12 Wednesday

☐
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13 Thursday

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14 Friday

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BROWARD COLLEGE PLANNER 2008-2009

COLLEGE CALENDAR 2008-2009

TERM I (20091)

	Session I Aug 18-Dec 11	Session II Aug 18-Oct 10 Sept 8-Dec 4	Session III Oct 16-Dec 11	Session IV
REGISTRATION AND ADVISEMENT				
Registration (Graduation Candidates)* 15	Jun 2-Aug 17	Jun 2-Aug 17	Jun 2-Sept 7	Jun 2-Oct
Registration: Continuing Students	Jun 3-Aug 17	Jun 3-Aug 17	Jun 3-Sept 7	Jun 3-Oct 15
Registration: New/Re-Entry Students	Jun 25-Aug 17	Jun 25-Aug 17 Jun 25-Sept 7	Jun 25-Oct 15	
Registration: State Employees for Waiver	Aug 15	Aug 15	Sept 5	Oct 25
CLASSES BEGIN 8:00 AM	Aug 18	Aug 18	Sept 8	Oct 15
Weekend College Classes Begin**	Aug 22	Aug 22	Sept 12	Oct 17
Last Day For Drop and Last Day for 100% Refund***	Aug 25	Aug 25	Sept 15	Oct 21
Last Day to Drop for 100% Refund for Weekend College**	Aug 25	Aug 25	Sept 15	Oct 21
HOLIDAY (Labor Day) No classes day or evening	Sept 1	Sept 1		
HOLIDAY (Fall Holiday) No evening classes No classes day or evening	Oct 8 Oct 9	Oct 8 Oct 9	Oct 8 Oct 9	
MIDTERM	Oct 14	Sept 12	Oct 20	Nov 12
LAST DAY TO WITHDRAW FROM ANY CLASS	Oct 27	Sept 19	Oct 29	Nov 19
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****	Oct 27	Sept 19	Oct 29	Nov 19
HOLIDAY (Veterans Day) No classes day or evening	Nov 11		Nov 11	Nov 11
HOLIDAY (Thanksgiving) No evening classes No classes day or evening	Nov 26 Nov 27-30		Nov 26 Nov 27-30	Nov 26 Nov 27-30
LAST DAY OF CLASSES	Dec 11	Oct 10	Dec 4	Dec 11
FINAL EXAMINATIONS	Dec 5-11	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION	Dec 12	Dec 12	Dec 12	Dec 12
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM	Dec 15	Oct 13	Dec 15	Dec 15

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 9.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit, after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 11 for additional information regarding Admission Deadlines.

College Offices will be closed from December 19, 2008 through January 1, 2009. Registration on the Web will be available except December 25, 2008 and January 1, 2009.

NOTE: SESSION 1 Friday evening, Saturday, and Sunday classes will have final examinations on December 5-7, 2008.

College Calendar 2008-2009

TERM II (20092)

	Session I Jan 6-May 5	Session II Jan 6-Feb 27	Session III Jan 26-Apr 28	Session IV Mar 11-May 5
REGISTRATION AND ADVISEMENT				
Pre-Registration (Graduation Candidates)*	Oct 30-Jan 5	Oct 30-Jan 5	Oct 30-Jan 25	Oct 30-Mar 10
Registration: Continuing Students	Oct 31-Jan 5	Oct 31-Jan 5	Oct 31-Jan 25	Oct 31-Mar 10
Registration: New/Re-Entry Students	Nov 24-Jan 5	Nov 24-Jan 5	Nov 24-Jan 25	Nov 24-Mar 10
State Employees for Waiver	Jan 5	Jan 5	Jan 23	Mar 10
CLASSES BEGIN 8:00 AM	Jan 6	Jan 6	Jan 26	Mar 11
Weekend College Classes Begin**	Jan 9	Jan 9	Jan 30	Mar 13
Last Day for Drop and Last Day for 100% Refund***	Jan 12	Jan 12	Jan 29	Mar 17
Last Day to Drop for 100% Refund for Weekend College**	Jan 12	Jan 12	Feb 3	Mar 17
HOLIDAY (Martin L. King, Jr. Birthday)				
No classes day or evening	Jan 19	Jan 19		
PROFESSIONAL DEVELOPMENT DAY				
No classes day or evening	Mar 20		Mar 20	Mar 20
HOLIDAY (Spring Break)				
	Mar 2-8		Mar 2-8	
MIDTERM				
	Mar 10	Feb 2	Mar 16	Apr 8
LAST DAY TO WITHDRAW FROM ANY CLASS				
	Mar 24	Feb 9	Mar 26	Apr 15
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****				
	Mar 24	Feb 9	Mar 26	Apr 15
LAST DAY OF CLASSES				
	May 5	Feb 27	Apr 28	May 5
FINAL EXAMINATIONS				
	Apr 28-May 5	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION				
	May 6	May 6	May 6	May 6
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM				
	May 7	Mar 9	May 7	May 7

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 9.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 11 for additional information regarding Admission Deadlines.

College Offices will be closed from December 19, 2008 through January 1, 2009. Registration on the Web will be available except December 25, 2008 and January 1, 2009.

NOTE: SESSION 1 Friday evening, Saturday and Sunday classes will have final exams on May 1-3, 2009.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

College Calendar 2008-2009

TERM III (20093)

	Session I May 12-Aug 11	Session II May 12-Jun 24	Session III Jun 29-Aug 11
REGISTRATION AND ADVISEMENT			
Pre-Registration (Graduation Candidates)*	Mar 11-May 11	Mar 11-May 11	Mar 11-Jun 28
Registration: Continuing Students	Mar 12-May 11	Mar 12-May 11	Mar 12-Jun 28
Registration: New and Re-Entry Students	Apr 1-May 11	Apr 1-Jun 28	
Registration: State Employees for Waiver	May 11	Jun 26	
CLASSES BEGIN 8:00 AM	May 12	May 12	Jun 29
Weekend College Classes Begin**	May 15	May 15	Jul 10
Last Day for Drop and Last Day for 100% Refund***	May 18	May 18	Jul 6
Last Day to Drop for 100% Refund for Weekend College**	May 18	May 18	Jul 13
HOLIDAY (Memorial Day) No classes day or evening	May 25	May 25	
MIDTERM	Jun 24	Jun 3	July 21
HOLIDAY (Summer Break) No classes day or evening	June 25-26		
LAST DAY TO WITHDRAW FROM ANY CLASS	July 9	Jun 9	July 27
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****	July 9	Jun 9	July 27
HOLIDAY (Independence Day) No classes day or evening	July 3		July 3
LAST DAY OF CLASSES	Aug 11	Jun 24	Aug 11
FINAL EXAMINATIONS	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY NOON	Aug 12	Jun 25	Aug 12

Alternate Friday classes are divided as follows:

Session 2

Monday and Wednesday classes will meet on May 15, May 29, and June 12, 2009.
Tuesday and Thursday classes will meet on May 22, June 5, and June 19, 2009.

Session 3

Monday and Wednesday classes will meet on July 11, and July 25, 2009.
Tuesday and Thursday classes will meet on July 10, July 24, and August 7, 2009.

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 9.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 11 for additional information regarding Admission Deadlines.

NOTES

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NOTES



Florida Academic Counseling and Tracking for Students

- A one-stop source of information on degree programs, admission applications and policies, fees, financial aid, transcripts, career counseling, online transient student forms and more.
- Links to websites of more than 50 of Florida's community colleges, universities and independent institutions.
- Provides your Degree Audit to review requirements for your degree program (and even for a different degree program, if you're thinking about changing).
- Go to: www.facts.org